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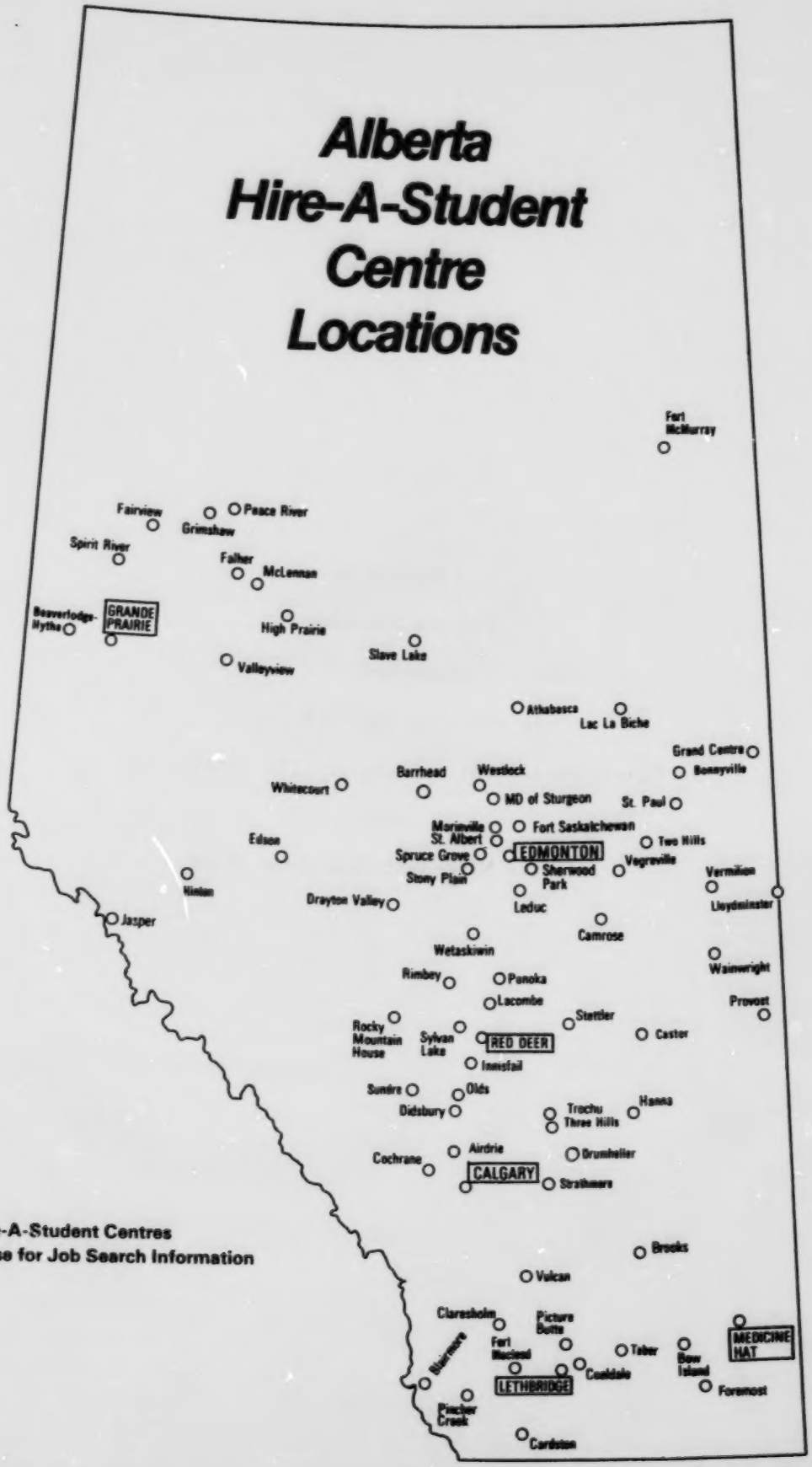
Alberta
HIRE A STUDENT
Handbook
1983

Alberta Hire-A-Student Centre Locations



KEY:

O - Local Hire-A-Student Centres

□ - Home Base for Job Search Information Teams

Prepared by

Alberta Manpower

Hire-A-Student Resource Section

in consultation with the

Canada Employment and Immigration Commission

and

Alberta Hire-A-Student Committees

ALBERTA HIRE-A-STUDENT HANDBOOK

1983

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The Alberta Hire-A-Student Program

I. THE ALBERTA HIRE-A-STUDENT PROGRAM

A. Program Overview

Welcome to Alberta Hire-A-Student! You are about to begin a challenging and rewarding summer in your position as a Centre Manager. Whether you have been with us before or are here for the first time, we are glad that you have joined Hire-A-Student and look forward to working with you.

Before you begin learning the details of running a Hire-A-Student office, a quick overview of the program is in order.

The Alberta Hire-A-Student program is unique to those in other provinces in that it is a cooperative program sponsored by local community groups, Alberta Chambers of Commerce and the provincial and federal governments. Most Hire-A-Student centres have local committees composed of volunteers to help ensure that the program meets each community's particular need.

The program has an additional dynamic component. This component is you! Alberta Hire-A-Student is student managed and provides two distinctive yet mutually supportive activities, namely the student summer placement program and the job search information service. These services are provided with the ready and willing assistance and support of the local committees.

You and each of the sponsors play an important part in meeting the objective of Hire-A-Student - to help students find jobs. This objective is accomplished by:

- encouraging employers to use Hire-A-Student through public relations activities which support hiring students and/or endorse them as responsible members of the community,
- matching qualified students with the jobs employers list with you, and
- providing job search information that students will use when looking for jobs.

Working together is what Hire-A-Student is all about. It is important for student staff to remember that you are not alone - your committee and Hire-A-Student resource personnel are just a phone call away.

B. Where to Begin On The Job

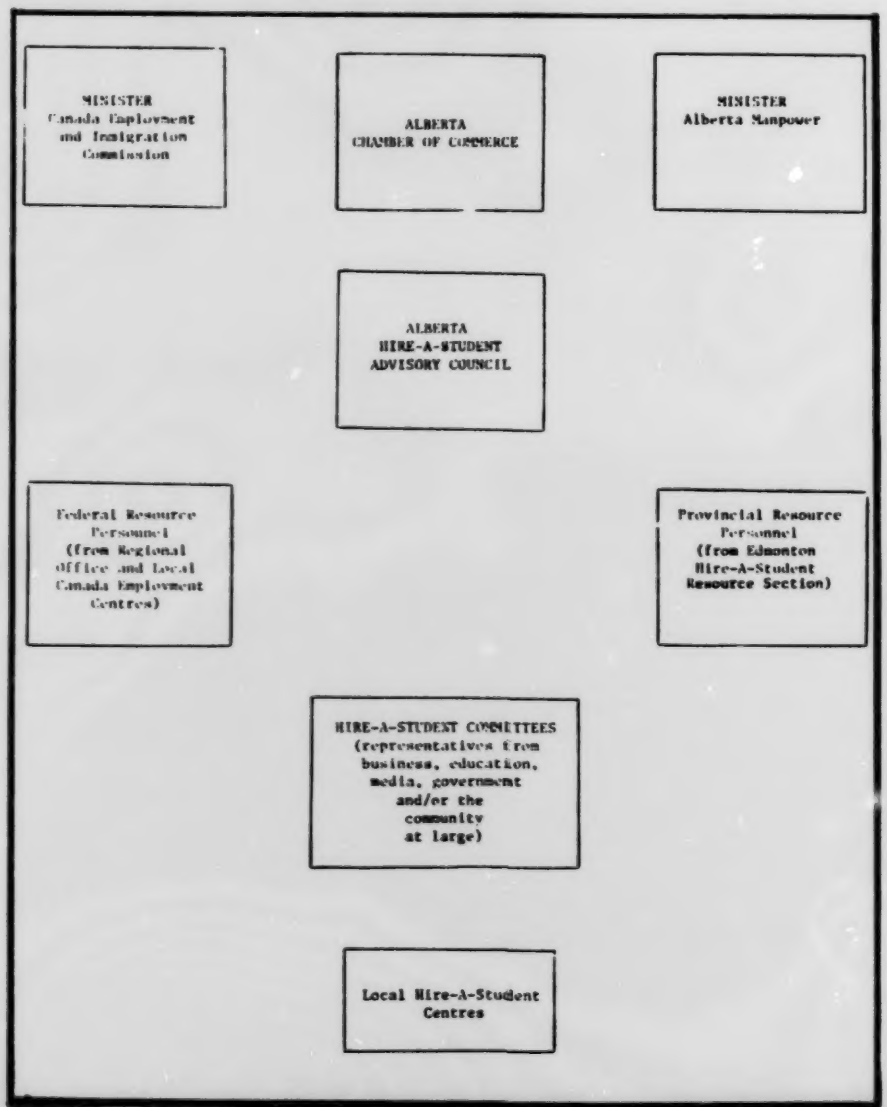
Usually the worst part of any job is getting started. Following are some suggestions to help you:

- read this Handbook. It contains basic program and operational information and is an invaluable resource. However, it is simply a guide since each Hire-A-Student centre receives direction from its local committee. Note that the Table of Contents has been detailed, so information can be easily found.
- read last year's final report to gain an understanding of your community, who to contact, when to schedule events, and what works. Remember, this report was written by last year's student staff who want you to learn from their mistakes.
- you will have contacts with the committee throughout the summer, so take time to introduce yourself. As well, exchange ideas and plans with them. Your committee is your most important resource.
- by the end of the first two weeks, contacts for in-school promotions and service club presentations should be finalized (see sections IV and V). Careful scheduling is the key to a successful summer. A written summer work plan will help you straighten out all the events, and act as a reminder (e.g. deadline dates for submitting reports, etc.).
- last but not least, be prepared to make a mistake or two, but also be prepared to learn from them. Use this summer to learn and to grow. The more you put into your job, the more you'll get out of it.

II. THE HIRE-A-STUDENT ORGANIZATION

A. Organizational Structure

As mentioned in the introduction, Alberta Hire-A-Student has four main sponsors. Each year, these sponsors set up student managed Hire-A-Student Centres. The actual organization of each centre varies depending on the size of population of the community or area it serves. This means that no two Hire-A-Student Centres operate in exactly the same way. Thus the following chart shows only the basic framework for the province-wide program. Be sure to ask your committee to explain how your centre fits into this framework, and what communication lines you should follow.


MINISTER
Canada Employment and Immigration Commission
ALBERTA CHAMBER OF COMMERCE
MINISTER
Alberta Manpower
ALBERTA HIRE-A-STUDENT ADVISORY COUNCIL
Federal Resource Personnel (from Regional Office and Local Canada Employment Centres)
Provincial Resource Personnel (from Edmonton Hire-A-Student Resource Section)
HIRE-A-STUDENT COMMITTEES (representatives from business, education, media, government and/or the community at large)
Local Hire-A-Student Centres

The Hire·A·Student Organization

B. Program Sponsors

The following is based on information from the 1981 "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program." The program objective, as stated in this document, is "to help students find jobs and to satisfy the summer staff requirements of Alberta employers. In the process, Alberta youth are informed of sound job search skills and job experiences that will help in their search for meaningful careers or occupations later in life."

1. Alberta Hire-A-Student Advisory Council

In 1977, the Advisory Council was established by the federal and provincial ministers and by the Alberta Chamber of Commerce. The Council objectives are to coordinate and act as a liaison with the sponsors and outside groups by:

- providing recommendations regarding policy and administration to the sponsoring bodies to enhance the cooperative framework of the Hire-A-Student program,
- reviewing the current year total Alberta Hire-A-Student program and offering comments and recommendations to the sponsoring bodies, and
- assessing the effectiveness of the program on an annual basis.

Note: The council consists of seven regional representatives, and one representative each from the Alberta Chamber of Commerce and the federal and provincial governments.

Although student staff may not have direct interaction with the Alberta Hire-A-Student Advisory Council, the Council does hear and take action on the recommendations made by students and committees at the end of each summer.

Hire-A-Student committees and community groups are encouraged to make use of this resource. Communication to the Hire-A-Student

Advisory Council should be directed to:

Mr. Nick Alvau, Chairperson
Alberta Hire-A-Student Advisory Council
294 - 7 A. Avenue S.
Lethbridge, Alberta
T1J 1N4
Telephone: 328-4915

2. Alberta Chambers of Commerce

The Alberta Chamber of Commerce role in the Hire-A-Student program is to promote all aspects of the program through its membership, increase the number of participating Chambers throughout the province, communicate with local Chambers of Commerce on appropriate Hire-A-Student matters, and to encourage the Canadian Chamber of Commerce to support the national Hire-A-Student program.

The participating local Chamber of Commerce role is to provide financial and human resources for the local program. The local Chamber of Commerce is responsible for:

- providing a chairperson for the local Hire-A-Student committee from its local membership where possible,
- encouraging the community to provide positive work experiences for Alberta's students that will facilitate the development of leadership skills, and set an example through the Hire-A-Student program, and
- selecting members for the Hire-A-Student Advisory Council.

3. Canada Employment and Immigration Commission (CEIC), Alberta/North West Territories Regional Office

The CEIC Regional Office role in the Hire-A-Student program in Alberta is to provide support and coordination, and is responsible for:

- providing federal resources and policy for the placement function of the Hire-A-Student program in Alberta,

- compiling an annual composite Hire-A-Student program budget for the placement function and supporting the budget before the federal minister
- providing program policy interpretation, advice and guidance concerning the operation of a placement service.
- providing members for a resource team to liaise with the provincial resource team,
- providing training to federally paid staff and to act as a resource for provincial training activities
- providing a recording system which meets the needs of the sponsoring bodies and the local committees,
- developing an advertising policy compatible with the Hire-A-Student program in Alberta. and providing advertising and promotional materials and supplies, and
- providing an appropriate communications system between program participants.

Note: the 1983 Regional Office contacts are:

Shirlee Steele and Richard Berthelsen
Canada Employment & Immigration Commission
5th Floor, Batoni-Bowlen Building
9925 - 109 Street
Edmonton, Alberta
T5K 2J8
Telephone: 420-2416

4. Local Canada Employment Centre (CEC)

The Canada Employment and Immigration Commission, through its network of Canada Employment Centre is responsible for the delivery of placement throughout the province of Alberta. The local Canada Employment Centre is responsible for:

- analyzing the summer employment needs of its labour market area,
- advising the local committees of federal resources and services available for the Hire-A-Student program,
- planning with the committee to ensure that the Hire-A-Student program is responsive to each community's needs.

- delivering the placement function in each labour market area by:
  - . providing the resources to meet the placement mandate focusing in particular on the urban centres,
  - . providing the services of area coordinators to act as a resource to provincially funded committees by participating in local committee meetings, providing advice and guidance upon request to local Hire-A-Student centre managers, and providing training on placement related duties to local centre managers,
- providing federal forms and brochures to all Hire-A-Student Centres, and
- providing an appropriate communications system for local program needs.

Note: Appendix A lists local Canada Employment Centre addresses and telephone numbers and details communities with Hire-A-Student centres in each of the thirteen Canada Employment Centre labour market areas.

5. Alberta Manpower

The provincial government role in the Alberta Hire-A-Student program is to provide support and coordination and is responsible for:

- providing provincial resources and policy for the educational function of the Alberta Hire-A-Student program, including supplementary support to the placement function,
- compiling an annual composite Alberta Hire-A-Student program budget for the education function and supplementary placement responsibilities and supporting the budget before the provincial minister,
- working closely with co-sponsors during all phases of the program, and especially during the planning cycle to ensure allocation of provincial resources to supplement the placement

function within provincial guidelines,

- providing educational training resources and support to local committees and Hire-A-Student staff,
- providing members for a resource team to liaise with the federal resource team,
- providing training to provincially paid committee staff and to act as a resource to federal training activities,
- assisting in the development of a recording system that will meet the needs of all sponsoring bodies,
- providing advertising and promotional materials for the Alberta Hire-A-Student program, and
- providing an appropriate communication system between program participants

Note: Provincial resource personnel Linda Jorstad, Cindy Makowichuk and Sheila Krizsan can be reached at:

Hire-A-Student Resource Section
Alberta Manpower
Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8
Telephone: 427-0115

6. Hire-A-Student Committees

Hire-A-Student committees work cooperatively with the Canada Employment Centre Managers and the Alberta Manpower resource staff. They prepare Hire-A-Student plans and budgets, are responsive to community student employment needs, and administer the local Hire-A-Student program and funds.

The committees are comprised of community members who are interested in Alberta youth and are prepared to contribute time and expertise to the program. Where the Chamber of Commerce is active in the Hire-A-Student program, it is charged with forming the committee, otherwise another business, community organization

or individual accepts the responsibility.

The committee is responsible for:

- selecting the local committee members and appointing a chairperson,
- encouraging participation and financial support from the community at large,
- encouraging the community to provide jobs for students,
- developing annual plans and budget for the Hire-A-Student program in cooperation with the CEC managers,
- ensuring that provincial financial support provided is used to complement and supplement CEC resources in order to optimize the impact of the Hire-A-Student program on the community,
- setting local wage rates and methods of hiring local committee paid staff,
- developing an appropriate budget submission and submitting it to the province for consideration,
- ensuring the integrity and proper administration of funds allocated or donated to the local program,
- facilitating training for committee paid staff by the area coordinator and/or the federal/provincial resource teams, and
- providing an appropriate communications system between program participants.

Note: Committee members are volunteers, and this is a heavy work load for them. They appreciate it when their student staff keep them well informed about Hire-A-Student activities. This can be done by:

- sending members copies of monthly reports.
- preparing a point form report of happenings, statistics, promotions, etc. for presentation at committee meetings.
- taking notes at meetings, and preparing and sending minutes to members. This reminds them of the decisions made, and/or any

activities delegated to the individual member.

- provide recommendations on program operations. The committee provides continuity for Hire-A-Student. Your recommendations and comments will help them plan effectively for the coming year.

Student staff should be aware that it may be difficult to arrange meetings come summer time. Also, some committees are reluctant to intrude; they see a benefit in giving their staff as much responsibility as possible. So don't expect the committee members to come to you - you go to them. Give them a call to let them know what you are planning. Ask if they think your ideas will work, and what steps you should consider when implementing them. Or arrange to meet committee members for a discussion over coffee. Keep the communication channels open and be sure to fully utilize this valuable resource.

C. Program Staffing

1. The Coordinating Team

This team, composed of federal and provincial staff, works year round with the Hire-A-Student program. The members coordinate activities and assist local communities with program operations through varying means (i.e. provision of funding support, supplies, staff training, etc.).

The team members can not do a good job unless they hear from you. The information provided by student staff and committees is used to determine Alberta's Hire-A-Student needs. Thus, they welcome your comments in your monthly and final reports and encourage you to contact any of them throughout the summer.

1983 coordinating team members are as follows:

Federal	- Shirlee Steele Richard Berthelsen	Phone: 420-2416
Provincial	- Linda Jorstad Cindy Makowichuk Sheila Krizsan	Phone: 427-0115

2. Student Staff

All Hire-A-Student centres enjoy community support. In the six urban centres, provincial and federal funding is also provided. Other centres located in Canada Employment Centre facilities receive federal funds. Most of the smaller communities receive provincial government funding support.

Funding determines job titles. For example, staff hired federally are termed Program Administrators, Student Placement Officers, and Area and Operations Coordinators. Committee paid staff include Centre Managers, Job Search Information Team Leaders and Job Search Information Presenters.

Although the job titles of Hire-A-Student staff are straight forward, job duties are not. These change depending on the local committee, number of staff in the Hire-A-Student office and the size of the community or area serviced. The following provides a brief overview of student staff job duties.

a) Program Administrators

This position is open to recent graduates of post-secondary institutions. Duties include the provision of support services in the recruitment, hiring, training, and supervision of Hire-A-Student centre student staff, and providing reports and statistical information.

b) Operations Coordinator

These coordinators report to program administrators in Calgary and Edmonton. They are responsible for the daily supervision of over 20 placement officers in each of these urban centres. They organize and coordinate office operations and ensure that services for students and employers are provided in an efficient manner.

c) Student Placement Officer - Urban

Larger urban centres usually have teams of placement officers who do the following:

- provide students with information,
- register students,
- contact employers to inform them about the program,
- receive job orders from employers and make referrals, and
- maintain records of registrations, placements and employer vacancies.

Because there is a large group of placement officers, the work is divided so that on any given day some will conduct interviews, while others take job orders, conduct employer visits, or assist with publicity.

d) Student Placement Officer - Rural

These are placement officers who work in Canada Employment Centres in smaller communities. They operate one-person offices and execute all the functions of a centre manager. The only difference is that they work in a federally funded office under the direction of the branch CEC officer-in-charge, and may not have interaction with a committee.

e) Area Coordinator

Area Coordinators work under the general direction of the local Canada Employment Centre (CEC) Manager (or his designate, usually a program adminstrator or CEC/HAS Liaison Officer) and with the assistance of the local Hire-A-Student committees, assist in the implementation and coordination of the Hire-A-Student activity in a given region of the province by:

- establishing and maintaining supporting services for local Hire-A-Student offices in the region,
- liaising closely with local Hire-A-Student committees,
- assisting in the day-to-day operation of the local Hire-A-Student office,

- assisting the Hire-A-Student committee in recruiting, hiring, training and supervising the local centre manager,
- preparing and issuing a regional newsletter and making regular contributions to the province-wide newsletter,
- providing students, employers and the general public with up-to-date information regarding the Hire-A-Student program as well as other related summer youth employment initiatives,
- gathering, compiling and submitting monthly statistical reports to the local Canada Employment Centre as required,
- ensuring that the monthly narrative and financial reports required by the Province of Alberta are gathered, collated and sent in by the due date each month,
- providing a final report on the placement activities of the Hire-A-Student operation in the labour market area, and
- other related duties as required.

f) Hire-A-Student Centre Manager

The committee-paid Hire-A-Student centre manager, a high school or post-secondary student, often has to be a "one person show" because at various times, he/she is expected to act as promotions expert, orator, secretary, supervisor or statistician. The duties of the centre manager are to:

- organize and operate a local Hire-A-Student office according to Hire-A-Student committee direction,
- provide students with information on the program, job search techniques, employment opportunities, and the process of completing job applications,
- register students looking for work,
- contact individual employers, service clubs and other groups to inform them of the program, solicit support and promote student hiring practices,
- plan and carry out a promotional campaign for the program in the community. More specifically, a centre manager is required to work with the media, make and display posters,

create and carry out publicity events, organize special job creation projects, and contact home-owners regarding odd job prospects for students,

- receive job orders from employers, and make suitable student referrals to available jobs,
- maintain a log book on daily activities,
- prepare reports as required,
- submit contributions to the regional and province-wide newsletters,
- maintain appropriate records of student registrations, placements and promotional activities for the committee and the provincial and federal governments as required,
- respond to student and employer requests for further information on government programs and careers, and
- perform other related duties as required.

g) Job Search Information Team Leaders

Team leader positions are available in Calgary, Edmonton, Edmonton Region, Grande Prairie, Lethbridge, Red Deer and Medicine Hat. Encumbents in this position are 1982 post-secondary graduates in a related discipline, or students prepared to leave studies for one semester with a commitment to return to a post-secondary institution in the fall of 1983.

Under the direction of the local Hire-A-Student committee, team leaders are responsible for implementing and evaluating a regional service which provides Alberta youth with information on the mechanics of job seeking. This involves supervising student job search information presenters, liaising with regional school personnel, coordinating bookings and travel arrangements, conducting presentations to students in Junior and Senior High Schools, and preparing reports as required.

h) Job Search Information Presenters

Post-secondary students in a related discipline will fill the job search information presenter positions in Calgary,

Edmonton, Edmonton Region, Grande Prairie, Lethbridge, and Red Deer.

As part of a student team, under the direction of the local Hire-A-Student committee, they will provide Alberta youth with information on the mechanics of job seeking. They will be required to liaise with regional school personnel, conduct presentations to students in Junior and Senior High Schools, and prepare reports as required.

Legislation

III. LEGISLATION

It is essential that staff be familiar with the legislation which applies to student summer employment and understand how this legislation affects Hire-A-Student. This must be done before receiving student registrations and employer orders or referring students to a job.

A. Employment Standards

In March of 1981, the Alberta Labour Act was revised and retitled the Employment Standards Act. Student staff should be aware of this change, and ensure that the materials left over from past years are replaced by those carrying the Employment Standards title. Note that the Alberta Department of Labour continues to be responsible for this legislation.

Board of Industrial Relations Orders, now regulations under the new Act, will be provided by your area coordinator and should be posted in your office. These regulations provide detailed legal information, so for quicker reference to labour laws, consult the Employment Standards pamphlet.

Certain aspects of the Employment Standards Act do not apply to domestic or farm labour jobs. For example, jobs at an employer's home or on a farm do not have to conform to minimum wages, parental consent or other requirements outlined in the Employment Standards Act. However, farm labourers and domestics are covered under the Act for wage recovery and notice of termination.

The Act applies totally if the employer is a business firm or other registered employer. Thus mowing lawns, painting, or window washing at an office or other business is covered by the Employment Standards Act.

Below is a brief summary of some important considerations from the Employment Standards Act - "Adolescents and Young Persons Employment Regulation."

1. Age

Students 12 and under 15 years (adolescents):

- are limited to type of employment.
- employer requires written consent from parents.
- cannot work between the hours of 9pm to the following 6am.

Students 15 and under 18 years (young person):

- cannot work between the hours of 9pm and 12:01am unless working with at least one other person 18 years or older.
- can work between the hours 12:01am to the following 6am, except in establishments such as service stations, grocery stores, food outlets, restaurants, motels and hotels, but must be in the continuous presence of one other person 18 years or older and providing that the employer has written parental/guardian consent.

2. Wages

- for students 18 years and older the minimum wage is $3.80/hour.
- for students under 18 and working part-time during the school term from September to June the minimum wage is $3.30/hour.
- for students under 18 and working in July and August the minimum wage is $3.65/hour.

3. Hours of Work

- overtime: except in special cases, the allowable hours of work are 8 hours/day, 44 hours/week in a maximum of six working days per week. Persons working more than this are entitled to over-time pay.
- minimum hours of work for students under 18, attending school and working part-time during September to June: "where any period of employment is less than two consecutive hours, the employee shall be paid wages for two hours at a rate not less

than the minimum wage to which they are entitled."

- minimum hours of work for students over 18 years of age or under 18 years of age and not attending school (i.e. during July and August): "where any period of employment is less than three consecutive hours, the employee shall be paid wages for three hours at a rate not less than the minimum wage to which they are entitled."

4. If Problems Arise

Hire-A-Student centres provide information on labour regulations to students and employers, preferably by handing out the appropriate Employment Standards pamphlets. Hire-A-Student staff should never become directly involved in any dispute, other than to immediately inform the committee of the situation. Instead, refer the complainant to the nearest Employment Standards Branch. Addresses for these offices are as follows:

CALGARY - Deerfoot Junction, Tower 3
Room 3300, 1212 - 31 Avenue N.E.
Calgary, Alberta T2E 7S8
Ph: 230-1993

EDMONTON - #403, 10339 - 124 Street
Edmonton, Alberta T5N 3W1
Ph: 427-3731

EDSON - 5041 - 1st Avenue
Grand Trunk Shopping Centre
P.O. Box 1658
Edson, Alberta T0E 0P0
Ph: 723-3341

GRANDE PRAIRIE - #3501, Provincial Building
10320 - 99 Street
Grande Prairie, Alberta T8V 6J4
Ph: 539-2253

LETHBRIDGE - #377 Government Centre
208 - 5 Avenue, South
P.O. Box 3014
Lethbridge, Alberta T1H 0H5
Ph: 329-5447

MEDICINE HAT - #317, 770 - 6 Street S.W.
Medicine Hat, Alberta T1A 4J6
Ph: 529-3524

RED DEER - P.O. Box 5002
2nd Floor, Provincial Building
4920 - 51 Street
Red Deer, Alberta T4N 5Y5
Ph: 343-5153

ST. PAUL - #407, 5025 - 49 Avenue
St. Paul, Alberta T0A 3A0
Ph: 645-4475 Ext. 282

B. Human Rights

The Canadian Human Rights Act (the federal law against discrimination) and the Individual's Rights Protection Act (provincial human rights legislation) prohibits discrimination in specific areas on the basis of specific grounds. Hire-A-Student staff may have occasion to explain these government guidelines to employers, but again, should never get involved in any dispute. Complainants should be directed to contact the appropriate Human Rights Commission office.

Following is a list of how both acts prohibit discrimination in the area of employment. The act you use depends on who the employer is (i.e. If John's Mens Wear calls in, you use the Individual's Rights Protection Act; if the Toronto Dominion Bank places an order, they fall under the Canadian Human Rights Act).

1. Canadian Human Rights Act

The Act applies to all federal government departments and agencies, and crown corporations, and to business and industry under federal jurisdiction, such as banks, airline and railway companies - in their employment policies as well as in their dealings with the public.

It also protects the privacy of personal information stored in government files. It ensures that any person may find out if there is personal information on these files (eg. a Hire-A-Student registration card), check its accuracy and the use to which it is being put, and request that inaccurate information be corrected.

It protects employees against nine different kinds of discrimination based on race, national or ethnic origin, color, religion, age (all ages), sex, marital status, the fact that a person was convicted for an offense for which a pardon has been issued, or the fact that a person has a physical handicap (where employment is involved).

The Canadian Human Rights Alberta Commission Regional office is located at #416 - 10506 Jasper Avenue, T5J 2W9 in Edmonton, phone 420-4040. Note that they accept collect phone calls from anywhere in Alberta or the Northwest Territories.

2. Alberta Human Rights

The Alberta Human Rights Commission administrates the "Individual's Rights Protection Act." The Act applies to all provincial government departments and agencies as well as all businesses and industries under provincial jurisdiction, in all facets of employment policies, practices and referrals.

This legislation is designed to provide protection against discrimination in employment because of race, color, religious beliefs, sex, marital status, age (only 45-65), ancestry or place of origin, or physical characteristics (i.e. any physical disability resulting from bodily injury, birth defect or illness which does not affect a person's ability on the job).

It is important to note that domestics employed in private homes and employees of farmers sharing or living in the farmer's domicile are not covered by Human Rights.

Alberta Human Rights Commission offices are located as follows:

501 Edwards Professional Centre
10053 - 111 Street
Edmonton, Alberta T5K 2H8
Phone: 427-7661

Dorchester Square
1333 - 8 Street S.W.
Calgary, Alberta T2R 1M6
Phone: 261-6571

C. Citizenship

Only Canadian citizens, residents with bona fide immigrant status and students or trainees with working visas are eligible for employment.

Foreign students are in Canada for educational purposes only; they are admitted on the basis that they can maintain themselves on a standard of living equivalent with Canadian students. Money for their existence is to be sent from their home country. Foreign students are made aware before entering Canada that they are not allowed to accept employment in this country. Hire-A-Student staff do not have the right to offer their services to a foreign student who does not have a valid work authorization.

Be aware that if a foreign student is found to be employed illegally, he/she is subject to deportation with very little chance of returning to Canada.

D. Social Insurance Number

All people working in Canada must have a social insurance number. Anyone of any age can apply for a social insurance number (SIN) which they keep for life. In communities without Canada Employment Centres, kits are available at post offices.

If someone comes in to apply for a SIN, give them a kit and help them fill out the form. Directions on how to fill out the form are provided in the booklet in the SIN kit. When the application form has been filled out, ask them to take the form in person to the nearest Canada Employment Centre. Mailing in original documents is not recommended as they may be lost. If applicants must apply by mail, have them get a mail-in kit from the local post office.

For the application to be verified, the applicant must have two pieces of identification, one of which must be a birth certificate or certified copy (a photo copy alone won't do). The other piece of

identification could be a school identity card, Alberta Health Care card, driver's license or report card.

During the summer, you may hear the phrase "the distinctive number 9". This refers to non-immigrants with work visas authorizing them to work for a specified employer in Canada. They may not work for any other employer unless their visa has been authorized at a Canada Immigration Centre. These people will have a SIN with a "9" for the first number in the 9-digit series. Hire-A-Student and Canada Employment Centre staff may not help these persons find work. They should be referred to the nearest Canada Immigration Centre.

However, there are special circumstances where persons with social insurance numbers starting with "9" may have special permission to look for work in Canada. Their papers should indicate this special permission. If in doubt, contact your local Canada Immigration Centre.

There will also be students in Canada authorized to work for specific employers under International Student Exchange Programs. This will be indicated by the visa in their passports. We do assist some of these students to find work, but they must report to their Canada Immigration Centre in person if they change jobs. Contact your area coordinator or nearest Canada Employment Centre if you are not sure of a person's status or right to work.

Refugees who have come to Canada recently receive landed immigrant status, and as such are entitled to work. Their passports should show a Landed Immigrant stamp and they should either already have a social insurance number or should go to their Canada Employment Centre in person to apply for one.

E. Privacy of Information

The information given to you on the registration card is strictly confidential. You use it when referring students to employers, but you do not respond to non-employer queries with respect to information

about one of your registrants. If you are contacted in this regard, check with your area coordinator to ensure that you follow procedures recommended by the local Canada Employment Centre.

F. Injury on the Job

As a placement agency, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he/she hires. NEITHER HIRE-A-STUDENT NOR ITS SPONSORING AGENCIES HAVE ANY LIABILITY FOR INJURY OR DAMAGE TO THE STUDENT OR HIS PROPERTY WHICH MIGHT OCCUR WHILE HE/SHE IS WORKING ON A JOB FOUND THROUGH HIRE-A-STUDENT.

Many jobs placed through Hire-A-Student are domestic or farm labour. Therefore, in most cases, students should consider themselves as private (independent) contractors and assume self-responsibility.

G. Parental Consent

As outlined in the Employment Standards Act, in some cases employers require written parental consent to employ students. It is THE RESPONSIBILITY OF THE STUDENT BEING EMPLOYED TO GIVE HIS/HER PARENT'S WRITTEN CONSENT TO THE EMPLOYER.

In response to committee request, the Hire-A-Student resource section developed the sample letter and form shown on the following pages. Neither is a legal document. Hire-A-Student offices should consider use of such letters and forms as simply a method of informing parents about the employment legislation. Student staff should ask their committees for direction in this area.

Sample Letter

(date)

Dear Parent/Guardian:

A Hire-A-Student (HAS) office has been organized in your community to assist local students in finding summer jobs. The Hire-A-Student centre manager will be taking job orders and referring students to these job orders.

The Employment Standards Act limits the type of work that students under 15 can perform. These students must be over 12 years of age and may be employed in domestic services such as lawn-cutting, hand raking, general clean-up, or baby-sitting. Students in this age group may also be placed as delivery persons of small wares for a retail store, clerks or messengers in an office, as clerks in a retail store or as delivery persons for the distribution of flyers or hand bills - providing that such employment is not nor is not likely to be injurious to the life, health, education or morals of the student.

As an employment service, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he/she hires. Hire-A-Student does not assume liability for any injury or damage to the student or his property which might occur while he/she is employed on a job through Hire-A-Student.

Please sign and return one copy of the attached form if you consent to your child or ward being placed in a job through Hire-A-Student.

Thank you for your attention to the above matter.

Yours truly,

(name)
Centre Manager
_____ Hire-A-Student
(address)

Sample Form

_____ Hire-A-Student

_____

Address

_____

Phone Number

Parent/Guardian Consent Form:

This is to certify that I consent to my child or ward being referred by the Hire-A-Student office to a possible job placement.

I also consent that my child or ward may be employed as:
(show occupations on the following lines)

_____ _____

_____ _____

_____ _____

_____ _____

I am aware that Hire-A-Student and its sponsoring agencies are not responsible in case of accident, injury or sickness to my child or ward.

Name of Student _____

Signature of Parent/Guardian _____

Date _____

Service To Employers And The Community

IV. SERVICE TO EMPLOYERS AND THE COMMUNITY

For Hire-A-Student, an employer is anyone who will hire a student to do a job. This job can last the summer, a week, a day, or even a few hours.

This definition means that everyone in your community (businesses, householders, farmers, government, etc.) is a potential employer. Approach any potential employer with the Hire-A-Student objective firmly in mind - to help students get jobs.

When contacting employers, remember that they hire students for several different reasons. Some businesses are busy during the summer and may need the extra help that students can provide. Retail outlets need extra staff, and students can do an excellent job of serving the public. Some employers remember how much a summer job meant to them. Others see hiring students as a means of giving students an opportunity to gain practical business experience.

Similarly, there is scarcely a home-owner who doesn't have a job or two around the home that needs to be done. Such tasks can be taken care of, and well, by students.

Be aware of what hiring a student means to business people. As well as salary dollars, they must also pay the employers' share of Canada Pension, Unemployment Insurance, Workers Compensation, etc. A good employer also budgets for the time required to train staff.

You may have to persuade businesses that both the time and money will be well spent and show that there will be a return on this investment.

A. Employer Contact

The following information is specific to the individual employer relations visit (called an ER). It is up to you to choose from this the areas that will also be applicable to community group presentations.

1. Preparation for Employer Visits

- talk to your Hire-A-Student committee. They will help you understand the economic conditions and employer attitudes current in your area, and can suggest methods of approach. Some committees accompany Hire-A-Student centre managers on their first few employer visits. Be aware that this depends on how they see you doing your job in the most effective way. For example, if employers in your area applaud self-reliance, it will help sell student capabilities if you approach them entirely on your own.

- make a list of all employers in your area. This can be done by looking in the phone book, consulting town offices, your Chamber of Commerce or Board of Trade, and your committee members. Include town, county and provincial government offices on your list as they may be hiring students under the Summer Temporary Employment Program (STEP).

An example of an employer list is as follows:

EMPLOYER LIST

Name and Contact	Address	Phone	Type of Business
Joe's Welding Joe Smith	555 Main Street Smalltown, Alberta T5H 1N5	678-1234	Welding
Acme Enterprises Ltd. Bert Williams	124 - Front Street Box 421 Bigtown, Alberta T5H 1N6	627-3947	Equipment Rental

- the important thing to remember is to find out from the employer what kind of business he/she is in. This is easy when you can tell by the name of the company (i.e. Hotel Macdonald is a hotel and the New Main Cafe is a restaurant). However, from the example above, note that the name does not

always tell what the business is. Acme Enterprises may do everything from selling gas to renting equipment. In these cases, you will have to ask. If the major volume of their business is renting equipment, then equipment rental will be the type of business.

A common mistake is to classify the company's business by the type of staff requested by the employer. For instance, PCL may require a welder helper. However, it is a building construction company, not a welding contractor. To avoid mix-ups, don't make assumptions - ask the employer.

- plan to do your employer visits as soon as you are hired. Using your list, anticipate which employers will be able to use help the earliest (i.e. landscaping, construction) and time your visits accordingly.
- don't make the mistake of thinking you can do dozens of calls in a day. Note that Monday mornings and Friday afternoons are generally poor times for a visit.
- don't forget the small businesses. They usually do not have the effective summer placement systems found in larger companies.
- some student staff have found it effective to send employers a brief letter of introduction outlining Hire-A-Student services, office location, phone number and hours of operation. They then follow up the introductory letters with a phone call to arrange an appointment with the person responsible for hiring.

2. <u>Employer Visits</u>

- when you visit the employer, remember to take all your equipment (i.e. pamphlets, business cards, job order forms and

employer visit record sheets). Another item that might come in handy is this Hire-A-Student Handbook. Sometimes employers ask questions that you are not sure about. Look in your book; show the employer that you are interested in finding the answer. An employer likes to see initiative and may judge other students by your example.

- dress is very important. This does not mean that your Sunday best is required, but dress to suit the business you are contacting. Note that many employers have a real aversion to jeans; play it safe, don't wear them. Be neat and clean -- and smile.

- the purpose of your visit is to encourage the employer to hire students - preferably through the Hire-A-Student office. To do this, why not get the full-time staff to help you? When you go into a business, greet everyone there in a courteous, friendly, professional manner. If you make a good impression on the staff, they might suggest to the employer where they could use student help. Further, some employers often delegate hiring responsibility for casual staff to these employees.

- keep your eyes open. Look for jobs a student could do. For example, you see that the employer's stock room is a mess, or the windows are dirty, etc. Use these observations when speaking with the employer to diplomatically suggest where a student could help him/her out.

- when you meet the employer be prepared. Have some sort of greeting and know a little bit about the business (i.e. size, service or goods provided, etc.). For example, if you are going to a restaurant, you might say to the manager, "Good morning Mr. Smith, I understand that you have the only

restaurant here that specializes in French cuisine." If the employer knows that you are interested in his/her business, he/she will be interested in yours. Chances are he/she will be more ready to utilize Hire-A-Student services.

- speak about the benefits of hiring a student. Emphasize that students are available for full-time or casual jobs. Explain to the employer that you have a number of students registered, and outline some of their skills, experience and training. You could also casually mention that younger students exhibit enthusiasm for almost any job.

- explain how the Hire-A-Student office will, at no cost to employers, screen and refer suitable applicants to them. Stress that it is the employer's responsibility to interview and assess (i.e. to hire only if the student will satisfy the job requirements).

  Mention that you can do a better job of referring students if employers are specific about qualifications when placing the job order.

  You may also want to mention to employers that if you can't satisfy their needs from local student resources, the local Canada Employment Centre can be contacted to see if a student could be brought in from another area or even from another part of Canada.

- ask for questions. If you are asked a question you can't answer, be truthful. State you'll find out and get back to them - and <u>then be sure you do it</u>.

  Employers often have questions about the minimum wage rate for students, so carry copies of the pamphlet "Employment

Standards" that you can leave with them.

Another common question is, "Are there any government programs that reimburse employers who hire students?" At the time of writing this Handbook, there are none for the individual private employer. Your area coordinator will let you know of any new programs put in place for 1983.

- give the employer a business card and information pamphlet. Thank the employer for his/her time.
- if you don't get a job order, don't be discouraged. The employer may need time to think about the information, and find out from staff where a student could be used. Fill out an Employer Visit form (see pages 32 and 33), including the employer's name, the kind of business, address and a record of the events that happened on your visit. Also, record any comments made by the employer concerning Hire-A-Student. If the employer has mentioned that he/she may require help later in the summer, be sure to note a "call back" date on your calendar.

3. Expecting the Unexpected

If you are properly prepared, and have a confident, positive and professional attitude, your visit will go well. However, on occasion, you may encounter one of the following situations and should be prepared to handle it.

- if the employer has had a bad experience with a Hire-A-Student referral, agree that there are some students who, like non-students, find it difficult to hold a job. Remind the employer that Hire-A-Student will make referrals, but the employer chooses who will be hired. (Note: don't be surprised if this is new information to the employer. In past years, some employers thought they had to hire the first

Report of Employer Visit Form (front)

Employment and Immigration Canada Emploi et Immigration Canada

EMPLOYER'S RECORD – *FICHE DE L'EMPLOYEUR*

Name of Employer – *Nom de l'employeur*	S.I.C. Code *C.T.I.*	No. of Employees – *Nombre d'employés*
AXL MANAGEMENT GROUP	Private	20+
Address – *Adresse*	**Postal Code** *Postal*	**Tel. No.** – *N° de tél.*
1 Seneca Road		456-5616

Nature of Business – *Type d'entreprise*
Real Estate and Corporate Holdings

Senior Officers – Name and Position/ *Cadres supérieurs – noms et postes*
Sylvia Smith, Executive Secretary is our contact.

Mr. Jackson - President

HIRING DECISIONS MADE BY – *L'ENGAGEMENT EST DU RESSORT DE*

NAME – *NOM*	POSITION – *TITRE*	OCCUPATIONAL GROUPS – *GROUPES DE PROFESSIONS*
Ms. Smith	Exec. Sec.	All student staff

SELECTION BASIS OF EMPLOYEES (Tests, Medical Examination, Reference Interviews, etc.)
MOYENS DE SÉLECTION DES EMPLOYÉS (Tests, examen médical, références, entrevues, etc.)

Strictly on qualifications - words per minute tested.

WORKING CONDITIONS SALARIES AND WAGES (Including Hours of Work, Overtime, Physical Environment, etc.)
CONDITIONS DE TRAVAIL SALAIRES ET TRAITEMENTS (y compris heures de travail, surtemps, conditions matérielles, etc.)

Working conditions are excellent - $5.66/hour to start, with raise after one month.

EMP. 2075 (8-72) (MAN. 731)

Report of Employer Visit Form (back)

FRINGE BENEFITS (Vacation Paid Holidays, Hospital and Medical Benefits Insurance, Retirement Plan, etc.)
AVANTAGES SOCIAUX (Vacances, congés payés, assurance-hospitalisation et assurance-maladie, régime de retraite, etc.)

Possibility of returning to more senior position in the next summer.

Union Name and Local *Nom du syndicat et section locale*	Union Contact — *Représentant syndical*	Position — *Titre*
Ø		

Address — *Adresse*	Telephone No. *N° de téléphone*	Contract Expires *La convention expire le*

OTHER IMPORTANT COLLECTIVE AGREEMENT PROVISIONS — *AUTRES DISPOSITIONS IMPORTANTES PRÉVUES PAR LA CONVENTION COLLECTIVE*

GENERAL REMARKS (Work Force Composition, Turnover, Seasonal Fluctuations, Significant Expension, Technological Changes, Training in Industry, etc.)
OBSERVATIONS GÉNÉRALES (Composition des effectifs, roulement, variations saisonnières, expansion importante, changements technologiques, formation dans l'industrie, etc.)

ER visit May 20, 1983.

Company established since 1965

employs 20+ employees

business hours are 8:30 am - 5:00 pm

Real Estate business

job order called in May 3

1 student placed June 6

student sent to see them). State that the employer has no obligation to hire students referred if they can not fill the job requirements. You could suggest that more precise job orders lessen the chances for referral of unsuitable candidates. Conclude by stressing that Hire-A-Student wants employers to be satisfied with the service and ask for suggestions on how you might improve operations.

- if an employer becomes abusive, politely excuse yourself and suggest that perhaps another time would be more opportune to discuss student employment. Do not engage in an argument with an employer. We do not want to win arguments and lose jobs for students. Let your committee chairperson know what happened.

- if you encounter the friendly, talkative employer, it is best to present as much material as possible in a reasonable time and then politely leave.

- if you receive an 'on-the-spot' employer order, fill out the job order form and inform the employer of what he/she can expect to happen. If you think the job order will be difficult to fill (high qualifications or low wage rate), tell the employer and tactfully explain why. Suggest that the employer also look on his/her own. Always be open and honest. It prevents misunderstandings later.

- if you run into an employer who doesn't keep an appointment, remember that employers sometimes have to deal with emergency situations and honestly forget about prior commitments with Hire-A-Student. Make another appointment. If the employer is still not available, send him/her a letter that details Hire-A-Student services.

- if the employer is obviously very busy when you call, suggest that you will return at a better time, and leave a pamphlet.

B. Service Club Presentations

1. How and When to Make Contact

Every town or city has several groups organized by community minded citizens (e.g. Chamber of Commerce, Board of Trade, Lions, Rotary, Kinettes, etc.). A list of the groups and their senior officers' phone numbers is likely available through the town office.

When asked, these groups generally provide positive support to Hire-A-Student. However, because they may disband for the summer, it is essential to contact them in early May.

Phone the senior officers to find out when the regular meetings are held. Follow this up with a formal written request to speak to the group and state the date or dates you will be available. It's a good idea to attach a draft outline showing the approximate length of your presentation.

2. Service Club Presentation Outline

Prepare the presentation, including the same general information provided on employer visits, but also stressing how Hire-A-Student provides a service to students and the community.

Use the following check list to ensure you have covered:

- personal introduction - e.g. I'm Pat Student, manager of the Hire-A-Student office located at . . .
- purpose of the visit - e.g. we need your help to make Hire-A-Student a successful community effort. Governments provide limited monies, generally just to cover staff wage costs, so we need your support as a committee member, or by employing students, or by supplying accommodation for the office, desk, phone rental, office supplies, or by helping out

with cooperative advertising, etc. Therefore, we are asking you to . . .

- what is Hire-A-Student - e.g. a program aiming to bring students and employers of the community together in an employee-employer relationship, a student run pre-screening service, it has been in your area for _____ years and placed _____ students last year, etc.
- who is involved - e.g. the Chamber of Commerce, community groups, and federal and provincial governments. Chairperson is _____.
- how the community can use Hire-A-Student - e.g. it's a free referral service, can provide help for jobs . . .
- conclusion - restate the purpose of your presentation, mention again where the Hire-A-Student office is located, the operational hours and telephone number, and thank your audience.

3. Public Speaking Tips

Basically, successful public speaking requires honesty (I've got a true story to tell), brevity (who wants to listen to me all day) and respect (these people are giving up their time because they think I have something to say).

The suggestions listed below may help you prepare for a speaking engagement.

- over a period of several days, jot down ideas concerning your topic and arrange them in sequence.
- write out the speech in short, crisp conversational sentences. Do not use technical jargon.
- read it aloud several times and condense it into brief headings on cards.
- rehearse several times, using the cards only as a guide. Never try to memorize a talk except for the opening and concluding remarks.

- intersperse your talk with illustrations or personal experience.
- explore the possibility of using visual aids such as posters, slides or films.
- stick to the subject and to the time allotted.
- maintain as much eye contact with your audience as possible.
- speak slowly and clearly so that everyone can hear you.
- be 'over-prepared'. It often pays to have with you all sorts of facts and figures which may enable you to answer unexpected questions.
- close your presentation by briefly highlighting the main points.
- distribute pamphlets, your business card or other appropriate literature that will help people remember you.
- make copies of your speech available if media representatives are expected to be present.
- always give the chairman brief biographical information on yourself.
- most important - remember to <u>smile</u>.

4. <u>Sample Service Club Presentation</u>

(1982 Address to Crowsnest Pass Chamber of Commerce)

Ladies and Gentlemen,

I would like to take this opportunity to introduce myself and explain the Hire-A-Student program and its plans for the summer of 1983.

First of all, I am Leigh Siska, the 1983 Hire-A-Student Centre Manager for the Crowsnest Pass. I shall be graduating from high school on June 26 after having completed my grade twelve in January. My desire to help people and overall, this community, is

becoming a reality as my duties as Centre Manager get more involved. I have high hopes for this summer and I hope I can count on the Chamber's support.

Hire-A-Student is a non-profit service designed to accommodate the needs of the employer and the needs of those students who are seeking employment. This is achieved by encouraging employers to use this service through public relations activities which support hiring students. After having solicited job orders, the Centre Manager refers students that he/she feels are qualified for a specific job - he/she DOES NOT HIRE STUDENTS, only REFERS THEM. This year, in addition to the job creation of Hire-A-Student, special emphasis has been placed on educating youth on the methods of job search and the long term effect of summer employment on one's future plans.

The operation of the Hire-A-Student office is left up to the Centre Manager who sometimes is expected to be a 'One Person Show', doing everything from being a promotions expert to a statistician. Due to the fact that this program is very much community oriented, there is what we call the Hire-A-Student Committee. This committee acts in an advisory capacity to the Centre Manager. The committee members finalize the Hire-A-Student summer plans and budgets, are responsive to community student employment needs, and administer the local Hire-A-Student program and funds. The committee consists of community members who are interested in Alberta youth and are prepared to contribute time and expertise to the program.

Because Hire-A-Student is a non-profit organization, the necessary funds needed to operate this summer program are obtained through either the federal or provincial governments, the local Chamber of Commerce and finally, through donations given by local merchants or service clubs.

The Chamber of Commerce has supported the Hire-A-Student program in previous years. Throughout the years, the role of the Chamber has changed immensely, to the program's benefit. Basically the Chamber is now responsible for providing a member for the Hire-A-Student committee, and encouraging the community to provide work experience for students that will facilitate the development of leadership skills. When possible, Chambers also provide financial resources for the program as well.

At this time, I would like to ask your support for another year. In the past five weeks, 148 students have registered and a total of 27 jobs orders have been placed of which 12 are classified as temporary work. These figures are well above last year's statistics and I hope both areas continue to increase. However, there will have to be a lot more job orders placed to meet the number of students registered.

I believe the task of informing youth of this community is well on its way to being concluded. After promoting the Hire-A-Student program in the three local schools, registrations have sky-rocketed. Now, the task at hand is informing the business community. Throughout the summer, businesses and the general

public are urged to utilize this service whether the job is moving furniture or running errands. Any job - big or small - enables a student to say he/she has had work experience.

Though all indications are that the economy is going to remain repressed, the Chamber of Commerce, the general public, and Hire-A-Student can work together to ease these hardships and make the youth of this community a vital asset to its growth and productivity.

I thank you for this opportunity to speak on behalf of Hire-A-Student. I trust that the 1983 Hire-A-Student program will again have the support of the Crowsnest Chamber of Commerce. If you have any questions about the program or its plans for the summer, please don't hesitate to ask.

Thank You.

Service To Students

V. SERVICE TO STUDENTS

It is your job to provide students who come to your office with the job search information and materials that have been passed on to you. If pertinent, you can also relate your own experiences to benefit students seeking work. Information sharing is an important aspect of your job. Remember this when you are interviewing students.

A. Student Registration

Very simply, this means having the student fill in the Hire-A-Student registration card provided by the Canada Employment and Immigration Commission. The card is easy to use and when properly completed, gives you all the information required for good referrals.

Registrations are best done on an individual basis and followed immediately by an interview. When there is no time to do this, have the registration card completed and arrange to interview the student at a later date.

Some Hire-A-Student centres set up booths in schools or take registrations in classrooms to provide service to students bussed in from outlying areas. These centres have found it wise to contact students registered this way after June 15 to ensure that they are still looking for work. They recommend that you don't count these registrations until after this second contact, because a number of students will have changed their plans in the interim.

B. Interviewing Students

As an interviewer, your objective is to obtain enough information to accurately match the skills, interests and abilities of your client to those required on the employer's order. A good interview leads to accurate referrals, which in turn promotes good public relations for

your Hire-A-Student office. You will achieve your own interview 'style', but generally interviews have the following format:

- when greeting the client, maintain eye contact and show respect.
- take the time to put the client at ease (i.e. talk about the weather, or a topic of local interest, etc.). This is called 'establishing rapport'.
- although you should try to avoid 'set' interview questions, it is a good idea to use the registration card as an interview guide so that you get the required information. Rephrase so that you ask leading questions; sometimes you have to literally 'pull' information from the client.
- skim the registration card. If it isn't complete, take the opportunity to inform the client that employers make assessments on what they see on application forms. Emphasize the importance of completing applications neatly and accurately.
- if there is no social insurance number, suggest that the client apply for one at the nearest Canada Employment Centre, or that your Hire-A-Student office can provide an application kit.
- if the client looks extremely young, ask if he/she is eligible to work under Employment Standards legislation. As many people are unaware of the law, you could comment on the employment legislation applicable to persons under 18 years of age.
- find out the grade the client has completed. This can lead to a discussion about school subjects, likes and dislikes, extracurricular activities, etc. Such information can be important later. It can help you relate job opportunities to applicant skills. For example, suppose the client liked woodworking and you have a job order for a carpenter's helper . .
- do the special skills, certificates, etc., and the previous experience areas next. Discuss these in detail. Be sure the client has properly assessed these areas. For example, most

businesses would not accept twenty words per minute as a typing skill. Or conversely, if the client has not noted activities, inform him/her that some employers find babysitting, volunteer work, etc. indicative of responsibility, and that he/she should be sure to include this kind of activity on applications.

- now you have the information needed to discuss preferred occupations. Try to differentiate between what the client wants, and what he/she will take. Explain the kinds of job orders you get. Would casual work appeal to the student? If so, put down the name, telephone number, transportation, tools, etc. on your casual worker list. Let the under fifteen age group know that they will have difficulty finding a job because employers prefer hiring older students. Ask if they would be interested in being on an 'odd job squad'.

- at this point you will likely make an assessment of the client's interests, skills and potential. Be sure this assessment is based on the total interview, not on one or two answers you may or may not have agreed with.

- if you refer the student on a job order, recheck the order to ensure that employer requirements are met. Give the student a referral slip so he/she knows where to go and who to ask for. Ask students to let you know the results of the interviews, so you can take further action on their behalf if necessary.

- if there is no suitable job order, close the interview by telling the student how Hire-A-Student works, and suggest that he/she check back with you frequently. Speak frankly and honestly about employment opportunities in your area. Suggest that the client look on his/her own as well, and provide information on job search techniques.

- immediately after the interview, record your comments and note the plan of action agreed on by you and the client. Note that these comments should be factual observations, not impressions.

C. Job Search Information Presentations

As mentioned earlier, Hire-A-Student offers two services to Alberta communities. The first is the local summer student placement service provided by you. The second activity, job search information presentations for schools and community groups, operates on a regional basis (see map on page 45).

These presentations are different from the in-school promotions designed to advertise your placement service (see Section D). Job Search is designed to give students information on how to effectively look for summer, part-time and permanent employment. Topics covered in the 40 to 80 minute presentations include before you begin (completing a personal inventory), where to look for a job, preparation of personal fact sheets, application forms and resumes, how to handle interviews, employment legislation and employer expectations (ie. how to keep the job).

Job Search staff start work in January and receive extensive training by the Hire-A-Student Resource Section and their committees.

Because they are required to ensure that their service is a positive resource to Alberta teachers, team members have received specific instructions with respect to educator contact and interaction when in a school.

By the end of March, team members will have completed over 600 presentations. Both the training and this experience means that their presentations can be expected to be of a very high caliber.

For this reason, if you receive a request for this type of presentation from a local school, call your region's team leader (see names and telephone numbers on the map on page 45). If a team member cannot attend, they will ensure that you receive the proper training and material required to develop a quality presentation.

Job Search Information teams have been advised to contact Committee Chairpersons when presentations are to be made in their respective areas prior to the opening of Hire-A-Student offices. When your

JOB SEARCH INFORMATION SERVICE REGIONAL OFFICES

Note: Team Leader - Full-time January 4 - June 30
Presenter - Part-time January - April 25
Full-time to June 30

Lethbridge, Medicine Hat and Red Deer phone numbers will be same as the local Hire-A-Student Centre after April.

Grande Prairie
Team Leader: Roberta Widdifield
Provincial Building, 10320 - 99 Street
Grande Prairie, Alberta T8V 6J4
539-2219 (1 presenter)

Edmonton Urban
Team Leader: Marlene Hamdon
2nd Floor, 9943 - 109 Street
Edmonton, Alberta T5K 2H7
420-2080 (3 presenters)

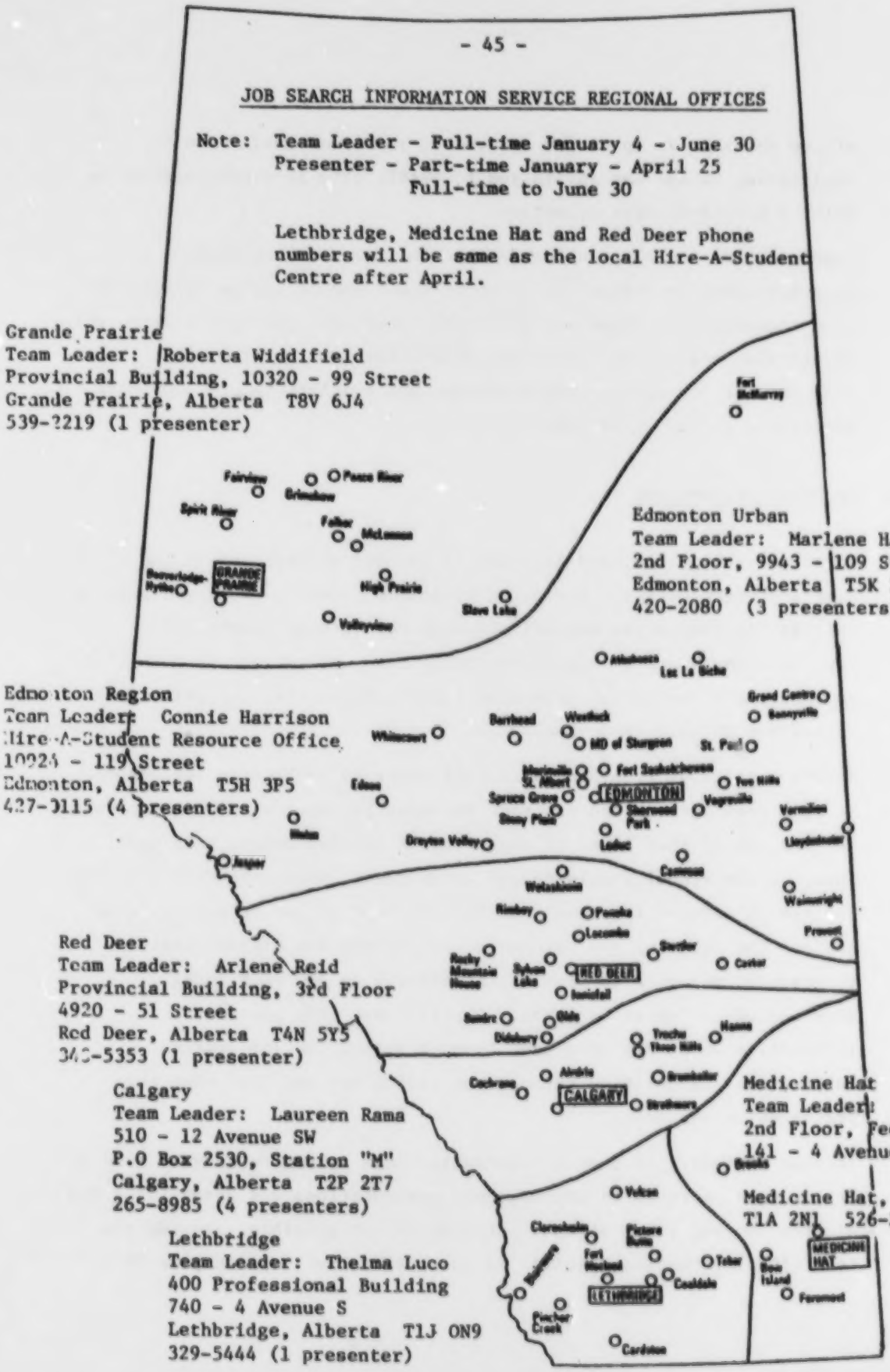
Edmonton Region
Team Leader: Connie Harrison
Hire-A-Student Resource Office
10924 - 119 Street
Edmonton, Alberta T5H 3P5
427-2115 (4 presenters)

Red Deer
Team Leader: Arlene Reid
Provincial Building, 3rd Floor
4920 - 51 Street
Red Deer, Alberta T4N 5Y5
343-5353 (1 presenter)

Calgary
Team Leader: Laureen Rama
510 - 12 Avenue SW
P.O Box 2530, Station "M"
Calgary, Alberta T2P 2T7
265-8985 (4 presenters)

Medicine Hat
Team Leader: Karen Roberts
2nd Floor, Federal Building
141 - 4 Avenue SE
Medicine Hat, Alberta
T1A 2N1 526-2825

Lethbridge
Team Leader: Thelma Luco
400 Professional Building
740 - 4 Avenue S
Lethbridge, Alberta T1J 0N9
329-5444 (1 presenter)



office opens it is up to you to contact your Team Leader, so if applicable, he/she can invite you to participate in a presentation by doing a Hire-A-Student promotion.

Communication and cooperation between the two services within Hire-A-Student is essential. Student staff should strive to maintain open communication lines and help each other when the need arises, but should also ensure that their own priorities, whether they be placement or job search presentations, are complete before providing assistance to the other area.

D. In-school Promotions

In-school promotions, are intended to promote student use of the Hire-A-Student office. You do an in-school promotion when you provide information that deals exclusively with the Hire-A-Student office (ie. locaton, hours of operation, telephone numbers, etc.) Note that you must have permission from school authorities (ie. the principal) before you do your promotion.

However, remember from Section C that prior to contacting the school, it is a good idea to contact your regional job search information team to find out if they have, or expect to be in that school this year. Then, if the school should happen to respond, "Hire-A-Student (ie. the job search information team) has already been in the school so we do not see the need for you to come as well", you can explain that the information you wish to provide is strictly on how your local Hire-A-Student Centre operates. Clarify that this specific information would not have been covered during the job search information presentation because the office was not open when the presentation was done.

If your regional job search information team is coming to your town in May or June, arrange to attend their presentations and speak for a few minutes on your local office. If this is not possible, provide the team with information specific to your office so they can pass it on

to the students, either verbally or by a handout you have prepared for them.

As well as speaking to classes during school hours, other types of in-school promotions include:

- setting up information booths with brochures in hallways.
- speaking to students at an assembly.
- organizing discussion panels with representatives from schools, businesses, etc.
- assembling a kit for distribution through the guidance office (include minimum wage rates, sample resumes, pamphlets, etc.).

As well, make full use of the school facilities to advertise Hire-A-Student services. For example you can:

- place posters or bulletins in central areas and school buses.
- enlist the support of the student council; have them endorse Hire-A-Student at meetings or over the public address system.
- write a column in the school newspaper.
- make announcements over the public address system.
- display publications in the library or foyer.
- arrange to take registrations at the schools from students living in rural areas and who do not have easy access to the Hire-A-Student office, or leave a supply of forms for students to complete and mail to your office.

E. Job Creation for Students

Most offices have a large number of 12 to 15 year old students registered. These students have limited job opportunities. As a help to these students (and older ones) in their sincere search for work, the centre manager should consider job creation projects for July and August. Further, job creation projects can benefit the community by providing a needed service for a short period of time (e.g. a town cleanup after a fair). They also can provide an opportunity to increase community awareness of the program, and benefit students by giving an opportunity to earn 'pocket' money and gain experience.

When a younger student registers with your office, ask if they would be interested in being on an 'odd job squad'. Keep a list of willing odd job workers handy and call upon them if you decide to organize a project. You must have the student's support and enthusiasm first. An Odd Job Day isn't any good if only two students show up to work.

As Hire-A-Student centre manager, you should only be involved in the preliminary organization of job creation projects. Your role is that of initiator. Once you've got the ball rolling, you act as a resource person so that the other students can gain experience in setting up projects. To do this you will need to:

- get all interested students together and ask them to consider what activities would be appropriate for the town. Ensure that their service does not duplicate or conflict with those already provided. (Remember to ask your committee members for their suggestions and assistance.)
- have the job creation group select one person to be responsible for direct supervision and coordination.
- have the selected supervisor and the students plan their activities to the very last detail. Go over the plans, preferably with the Hire-A-Student committee, and provide suggestions and constructive criticism to them. Consideration should be given to the age group of the students, the number that will show up, weather, money involved (i.e. fee vs hourly rate), who will provide supplies, who will handle supervision, and as well, how to reach the employers. Be sure to have adequate and knowledgeable supervision available for those doing the job.
- have the supervisor ensure that each student is committed to doing a good job and understands what his/her task is.
- suggest methods the students can use to promote the activity. Ensure that they have allowed time to publicize the event well before it happens. Also, be sure to tell them to include the day, event, location and time of the activity on all promotions.
- keep records of all students involved.

Some centre managers encourage the individual student to do his/her own job creation project (i.e. blitz householders for odd jobs). To help them, the Hire-A-Student office can supply a flyer listing these odd jobs, leaving space on the flyer where the student can fill in his/her name and home phone number.

Following are some job creation projects that have been successful in the past:

- garbage-a-thon or town clean-up
- telephone wake-up service
- Operation Vacation (cut grass, hoe gardens, look after pets and plants)
- picking rocks
- window washing
- fruit stands
- garage sales
- Operation Clean-up (after a fair or stampede)
- selling baked goods, lemonade, pop and/or fruit (especially after baseball games)
- approaching groups to sell tickets for upcoming events
- working for senior citizens (washing windows and walls, running errands or just keeping them company)
- setting up a day care service close to an auction mart, farmers' market or local fair.
- setting up a typing service.
- car washes

F. Student Businesses

Several urban Hire-A-Student centres operate student business registries during the summer months. Student businesses are run by students who have gained specialized skills through instruction at school or through previous experience. The students learn to deal with the whole spectrum of a business operation. The experience not only increases self-reliance and independence, but can also be quite

profitable.

The community can also benefit from student businesses. While seasonal businesses are often booked far in advance for work, student businesses can provide immediate service. Many of the businesses have done the same work in previous summers and have acquired a high degree of skill. They have been able to maintain a good quality of work, yet their rates are competitive.

Student businesses can involve many considerations. Initial capital required to get started, licensing requirements, insurance, contractual obligations, income tax, etc. all have to be looked into. Urban Hire-A-Student offices in Edmonton and Calgary run seminars in the early spring for those who are interested in trying a student business of their own. They provide information on starting a student-run business and make employers aware that these businesses exist. The student business can be told of contracts on which it can bid, or an employer may be referred directly to the student business.

If you feel that student businesses might work in your area, feel free to ask your resource personnel about them. Some successful businesses include landscaping, painting, carpentry, swimming pool cleaning, art work, interior decorating, window cleaning, and housekeeping.

In many cases, odd job squads have been so successful that they have become an informal type of student business. Window washing and lawn cutting crews can create such a demand that the student workers may be booked up for many days. In these cases, the service is routed through Hire-A-Student, with employers calling in orders, and the student team specializing in that particular area sent out for the job.

Advertising And Promotions

VI. ADVERTISING AND PROMOTIONS

Part of your job is to 'sell' Hire-A-Student in your community. You want to tell people about the service and stir up interest and support for Hire-A-Student. Your goal is to increase both job orders and student registrations so that you can make effective referrals.

There are no instant results from advertising. A newspaper ad or a speech to a service club on a Monday does not mean that you will be swamped with job orders on Tuesday. But you have to let the community know that you are there, and that employers can call on you when they need help.

A good promotions campaign can be self-perpetuating. Your direct promotions can generate positive 'word of mouth advertising' (i.e. an employer telling of his satisfaction with the service, community members commenting on the Hire-A-Student float in the local parade, or on the excellent job done by the students on the town clean-up).

How you handle your job is also public relations. You are seen to be representative of students and their capabilities, so act accordingly. Appearance and attitude are important; dress neatly, know what you're talking about, and above all, <u>smile</u>.

A. Planning A Promotional Campaign

Planning takes time and should include consideration of factors that will enable you to carry out your campaign.

Following is a four step procedure to help you. Add your ideas, and take the final plan to your committee for their comment and constructive criticism.

1. Brainstorming

The purpose of this step is to get you thinking and collecting as many different promotional ideas as possible. To help you get started, some samples from past years are included at the end of this section. Don't restrain yourself - sometimes the wildest ideas are the beginning of the most effective promotions.

Talk to your committee, newspaper editor, area coordinator, teachers, fellow students, etc. Jot down all ideas as they occur so you don't forget them.

It's a good idea to organize yourself by charting these ideas. Keep the five "W's" in mind:

- who do you want to reach?
- why do you want to reach them?
- when would be the most effective time?
- what are you going to use to get your information across?
- where and how are you going to get this information to them?

You could divide your summer's activities into student and employer promotions as seen in the examples on the next page.

a) Student promotions

When	What	Where and How	Why
May-June	posters	place HAS posters on school bulletin boards	inform re: office opening and closing, daily hours, location
		school poster competition	explain purpose of HAS
	announcements	use school intercom	inform where HAS is, daily hours
	in-school promotions	arrange time with school personnel	inform how to use HAS
	handouts	place in student report cards	encourage use of HAS
May-Aug	editorials news articles	school paper, local papers	inform re: office opening and closing, daily hours, location
	radio or TV announcements	radio and TV stations	inform re: kinds of jobs available
			encourage use of HAS

b) Employer promotions

When	What	Where and How	Why
May	news articles	see media personnel	announce opening, location, daily hours
	service club presentations	arrange time with club officials	explain purpose of HAS and its value to the community
May-Aug	news article	see local media personnel	inform re: students available
	posters advertisements	in stores, public notice boards, post office	remind re: office location, phone number, hours
	special events	float in parade, town clean-up	encourage use of HAS
	visits	arrange with employers	

2. Researching

Gather information on what arrangements are necessary to carry out your promotional ideas (i.e. the what and where). For example, to put an ad in the paper, you must find out when the news deadline is, how the ad cost is determined, what kind of layouts the paper can do, and who to talk to at the news office. Get advice from people experienced in advertising and promotions. Their ideas can save you time and make your campaign more effective.

3. Selecting the Best Ideas

Look again at the ideas you have developed and decide which ones are possible for you to do. Do a "feasibility" study. Take into consideration:

- promotional costs and your Hire-A-Student budget. Promotions and advertisements are vital to the success of your program operations, but these are expensive. First, find out how much money has been allocated in your budget to meet these costs. Don't be discouraged if your budget is limited. Most Hire-A-Student centres generate monies from within their community to pay advertising costs, and you, as centre manager, will be approaching clubs, businesses, or other community groups for support. Support could be monetary or by ad tagging (note page 105). Don't be afraid to make these contacts. Remember that there are people who would like to help the program but do not need summer staff. Providing promotional support is as valuable as hiring a student. Student staff should check with their committee about the best method of generating this support from their community.
- that the Advisory Council recommends that all ads should include the Hire-A-Student logo with appropriate same size credit lines as in the following example:

HIRE-A-STUDENT

Sponsored by:
Local Community Groups
Alberta Chamber of Commerce
Canada Employment and
Immigration Commission
Alberta Manpower

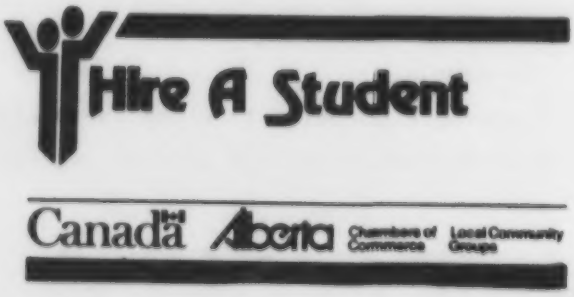
However, as advertising space is expensive, many committees use the following variation for local advertisements:

YOURTOWN HIRE-A-STUDENT

ADDRESS

PHONE NUMBER

The following is recommended for any advertisements that are paid partially or in total with federal funds.



Again, check with your committee to determine their preference.

- local media available (e.g. radio, T.V. stations, newspaper)
- other "no-cost" resources. Is it possible to find freebies? (i.e. the school or town may provide some paper supplies and copying equipment).
- dates for special local events (i.e. you might tie in a promotional project with a local fair or exhibition).

4. Drafting a Summer Work Plan for Promotions

- jot down on a calendar what promotions you plan to do each week. As well, note the dates of national or province-wide promotions so that you can coordinate activities in your community. This can be incorporated into your summer work plan.
- timing is critical. You want to reach as many employers and students as possible in May and June. When drafting your plan, consider the following:
  - . many service clubs recess the end of May
  - . in-school promotions must be done before mid-June
  - . student registrations and poster contest entries are more easily arranged while students are still in school
  - . employer relations visits should be done as early as possible
  - . planning an extensive campaign to announce your office opening to employers, students and homeowners
  - . replacing posters often so people do not become so accustomed to seeing them that they stop looking
  - . getting media coverage by visiting the editor to arrange advertisements and articles
  - . arranging to be present at special events and visible in the community
  - . planning a campaign to close the office. This will help Hire-A-Student get off to a strong start the following year.

B. Implementing The Plan

You now know what you are going to do. The following will help you with the "how".

1. Personal Appearances

- plan what you are going to say. Have basic information at your fingertips. Anticipate questions you might be asked. Take any hand-out materials (i.e. business cards, pamphlets, etc.) that give your office location and phone number.
- ensure that your audience knows exactly what you want from them. For example, are you visiting an employer to get a job order, or is your purpose to ask him to sponsor a newspaper ad?
- if you are providing information on the program, be professional in your approach. Stress the advantages of using Hire-A-Student. Indicate the benefits of the program to the community.
- at the close of your visit or presentation, clarify arrangements, responsibilities and commitments. For example, you have asked the students' union for financial support. Find out if further information will be required, and when the decision will be made.
- you got your job because you presented yourself positively to the hiring board. Approach your presentations in the same manner as you did your interview. Your community is interested in you and what you have to say.

2. Promotional Materials and Projects

- these should catch the attention of your audience. Include all necessary information such as office location, phone number and hours of operation, and clearly explain the purpose of Hire-A-Student.
- you must arrange for printing, billing, and distribution of materials, and dates for service club presentations and school visits.
- be sure to clear your projects (i.e. town clean-ups, car washes, etc.) with town officials, etc.

- wind up your campaign by preparing thank-you letters and media announcements. Include a brief report on local Hire-A-Student statistics and activities and invite your community to participate next year.

C. Evaluating The Campaign

As Hire-A-Student staff you are allowed to make mistakes, because the way you make them is by trying to do a good job! It's important that you assess the campaign and note for next year's staff what worked, what didn't and why.

There are various ways to determine what the community thinks of Hire-A-Student. Discuss the program with employers, students and your committee, and survey other community members by telephone or mail-in questionnaires. Carefully word your questions so that you avoid yes and no answers. For example, ask how they heard about Hire-A-Student. Their answers will help determine what advertising and/or promotions were most effective.

Your evaluation should also include comment on posters, pamphlets, etc. provided by the Hire-A-Student coordinating team so that materials used province-wide can be revised (or discarded) if they are not having maximum effect.

D. Special Tips

1. Posters, Flyers, Business Cards, Handouts, Dies

- purchase a rubber stamp that has your name, office address and telephone number on it. Make sure it fits the business card and the tear-off on the pamphlet directed to employers.
- in May contact your local schools for donations of bright paper and poster-making materials.
- run a poster contest in elementary schools - you can use the posters all summer. Ask the teachers to help you. They might make this a class project.

- put posters up in stores, gas stations, community halls, churches, theatres and post offices.
- print up a number of relatively small posters which an employer could place on his desk or window saying such things as:

I Hired A Student Why Don't You? or I Hired A Student And I'm Glad I Did.

- have flyers or leaflets printed or make them up and approach various outlets about including them in their shopping bags. Examples of slogans are:

Joe's Drugs Hires Students; How About You?

or

You'd Be Surprised What A Student Can Do For Your Organization!

- flyers with information about hiring students can be put in householders' mail boxes or delivered through a general mail drop. Each centre must contact the local post office for a householders' permit before taking advantage of a general mail drop. Or, ask your fellow students to help you with delivery of the flyers.
- advertising cooperation between two or more towns can be an effective way of stretching your budget and reaching those people who shop in neighboring towns. Get together with the centre managers in nearby towns and list both of your names and phone numbers on posters and flyers.
- ask restaurants if you can set two-sided business cards on tables or leave business cards near their cash register.
- a die is the message that appears on a letter when it is put through a posting meter. Usually the message is supporting a nonprofit organization. Ask the local post office or other establishments with their own posting meter (ie. the town office) if you can have a Hire-A-Student slogan printed and used as a cancellation die.

2. Newspaper Ads and Articles

- ad tagging, as seen in the example on page 106, involves obtaining consent to place the Hire-A-Student slogan on the bottom of a regular business advertisement, or to include a promo within the body of the ad, such as:

  This Employer Hires Students. Why Don't You?

  or

  Have A Young Summer - Hire-A-Student

  or

  Lessen Your Work and Lessen Your Worry
  Hire-A-Student This Summer

- one picture is worth a thousand words! Photographs submitted to newspapers should be black and white with a glossy finish and no smaller than 4" x 5". Always accompany the photo with a descriptive and interesting caption, including the names of people in it and the address of the Hire-A-Student office.
- the use of cartoon characters is a good way to catch the reader's eye. However, be aware that most popular cartoons have a copyright and should not be duplicated exactly. You could change some feature or, better yet, make up your own.
- if you provide news you'll get coverage. Let people know what you are doing. If you have the support of the editor, consider writing a weekly newspaper article. In past years centre managers have found that people stop them in the street to comment on the articles.
- written articles or news releases can be submitted to your local paper. The ability to write a good news release cannot be underestimated. It determines to a large degree the extent of free publicity the Hire-A-Student office receives and is an excellent way to promote specific events. When writing a news release consider the following:
  . know the press deadlines

. be able to recognize the difference between news items and advertising copy
. remember the reader. When mentioning dates think in terms of when the articles will be read.
. use short paragraphs. Write the most important information first.
. aim for immediacy. Use 'is' instead of 'was'.
. avoid redundancy. For example, "Thursday morning August 5th" should read in weeklies as "last Thursday morning."
. stress the 'free' service. Free is a 'zing' word.
. put in a bit of emergency. Get people excited and moving. For example, "Students should register as soon as possible" or "Business firms should put in their orders without delay."
. be positive. Don't 'hope' or 'anticipate'.
. when using catch phrases, use quotation marks or capitalize (eg. Hire-A-Student)
. don't lump people's names together in one sentence; spread them throughout the release
. ensure that figures and phone numbers are correct and the names properly spelled
. examples of a bad and a good article follow:

ORIGINAL RELEASE

The Boomerville Hire-A-Student Odd Job Squad was in full swing on Thursday morning, August 5th, as they hit the local business sidewalks in full force with their trusty brooms. A total of 25 Boomerville businesses gave active support to the Side Walk Clean-Up Blitz. The eager beavers raked in a whopping sum of $4.25 each from their morning venture and would like to thank all the participating employers for their support. There is no doubt that they've got the cleanest walks in town.

THE SAME RELEASE REWRITTEN

The Boomerville Hire-A-Student Odd Job Squad is in full swing. Last Thursday they hit sidewalks in front of local businesses in full force. A total of 25 business firms gave active support to the Side Walk Clean-Up Blitz, enabling the broom brigade to rake in $44.00 for its morning venture. The participating employers are those with the cleanest sidewalks in town!

- if you plan to do a series of articles during the summer, make them sequential. For example, in May do an article explaining Hire-A-Student to the community and list current committee members. Follow it up with an article introducing Hire-A-Student staff and mentioning the Hire-A-Student office location, hours of operation, and telephone number. Then provide student and employer oriented features.

  August articles could include the closing date of the office, a thank-you to the community for its support and a report on Hire-A-Student activities for the year.
- throughout the summer, mention any special jobs or special needs the Hire-A-Student office has. Many more ideas for articles may be found in office files of past years, and in the samples at the end of this section.

3. Radio and Television

a) Radio

Radio stations are community minded and welcome opportunities to participate in worthwhile projects. They have a big appetite for news, especially about local happenings. Keep them informed about Hire-A-Student activities (i.e. the placement of a student in an 'odd-ball' job). Let them know about local labour market conditions, especially when students begin to enter the work force. This is an excellent time to tell radio stations that you have some tips for students seeking work (i.e. how to hunt for a job, write a resume, etc.). Remember that FM broadcasters face heavy demands and will be pleased if you can offer them solid ideas for informational programming.

Be aware that there are usually several different advertising packages available from your local radio station. The cost of an ad varies according to the desirability of the time spot.

See if the station has a 'Rotation of Spots' package, which plays your ad at different times during the day. This allows the message to reach several different listening audiences, and usually costs less than 'prime time' advertising.

Following are some Public Service Announcements you might ask your local radio station to use:

"Do yourself a favour. Hire a student this summer to type your letter, pump your gas, work in your factory, fill in for Jenny who's gone to the beach, sweep your floors, mind your children, dig your ditches, drive your truck, sell your products, walk your dog or lift your bales. You get a lot of service from an eager and versatile student. Call your Hire-A-Student office at 000-1000 to arrange for the help you need this summer."

"You've got a job to be done? We've got the workers. Your local Hire-A-Student Centre is ready to find you the help you need - fast. Students can be a real asset - an asset to any sized business - for a day, week, or a summer. Students are energetic and capable workers. Maybe you've been missing out on a good thing. Call the Hire-A-Student office at 000-1000 to arrange for a fresh approach this summer. Hire-A-Student today. 000-1000."

"Need a job this summer? Don't know where to look? Hire-A-Student can help. It's a program for students. We have interesting positions open in many different fields. So, if you are a student, and want a job for an hour, a day, a week or a summer, come down and register with Hire-A-Student in the Town Office, or call 000-1000 for more information. That's Hire-A-Student, 000-1000."

"Yourtown Hire-A-Student office is pleased to announce their Grand Opening to be held Wednesday, May 6th. In attendance will be representatives from various levels of government. Ceremonies begin at 10:00 a.m. at the Hire-A-Student office on 6th Avenue. Coffee and doughnuts will be served. That's Hire-A-Student's Grand Opening, Wednesday, May 6th, 10:00 a.m. Everyone is welcome."

b) Television

Television coverage may be obtained in various ways:

- send news releases to your local television station. Your information may interest a reporter to do his/her own news item about your Hire-A-Student centre.
- find out the names of the producers of local 'talk shows' and offer to be a guest. Note that one telephone call to a station is not enough. Each program works independently and it is up to each producer to decide the content of his/her program.
- submit public service announcements on various important Hire-A-Student events. If you give the station some 'lead-in' time, they may film the activity for you.

As well, most cable television operators set aside a channel for local programming and are often willing to help local groups produce programs free of charge. You can ask the operator whether the station could insert a Hire-A-Student slide during program breaks. A slide suitable for T.V. could include the Hire-A-Student logo, office phone number, address and hours of operation. Or ask them to run a line across the bottom of the screen that gives the Hire-A-Student office address, phone number, and hours of operation.

4. Special Promotions

- ask a restaurant to donate a free lunch to an employer who has been helpful and cooperative about hiring students. Arrange to have this employer named 'Employer of the Week'. Have this information aired over television and radio and distributed to the print media.
- sponsor a poster contest. Offer a prize for the elementary and/or secondary student who submits the best poster. Display contest entries and prizes during Hire-A-Student Week at local shopping centres.

- run a profile of a student in the local newspaper during Hire-A-Student Week. The profile could consist of a picture of a student who was placed through your office, accompanied by a few short lines on how the student obtained the job, how valuable the Hire-A-Student service is, etc.
- ask media people, bank personnel and other members of the business community to wear Hire-A-Student buttons during Hire-A-Student Week, or pin a button on the Mayor in front of the newspaper camera.
- prepare a short release directed to employers that outlines the types of students available and their qualifications. The information should be general and give only the student's first name. (Example: Jane, 17, has excellent typing skills and two summers of experience in a business office - contact Yourtown Hire-A-Student office at 000-1000 for a referral.)
- approach community banks and ask them if Hire-A-Student stickers can be put on the bank statements. This same idea could be used on the Town's utility bills.
- have participants in events such as Walk-A-Thons and Bike-A-Thons wear Hire-A-Student T-shirts.
- clean up the river bank or undertake any other public service gesture that will show students helping their community.
- enter a float in the community parade.
- hold a special night where employers can come down and meet the staff and have refreshments, or have a coffee break for employers.
- if last year's opening ceremonies were successful, they could be repeated (i.e. Grand Hellos, Office Openings, etc.).
- have a group of interested and hardworking students organize a car wash. Ensure there are plenty of rags, and that the facilities are all in order (i.e. hoses fitting the pipes). Previous student staff recommend that one student be put in charge of car floor mats.

- start a student baseball team and challenge other members of the media or various service groups in the community to a baseball game. This is a great way of obtaining some free publicity.
- put individual householders' names in a barrel. Have a publicized draw. The winning householder would then receive a Hire-A-Student staff member to do the householder's odd jobs for the day.
- have a car equipped with overhead speakers announce Hire-A-Student Week throughout the streets. Kiwanis and other service clubs could be approached for assistance.
- a banner strung across the main street of your city or town during Hire-A-Student Week could be incorporated into your publicity campaign.
- have a back-up plan for those events which may be affected by bad weather (e.g. car washes, ball games, etc.).
- be sure you have committee support and adequate manpower available to carry out your plans.
- be sure your promotions emphasize student capabilities as workers.

E. Samples

The following pages show examples of advertising and promotions done by Hire-A-Student centres in past years. Use the ideas, but add your own as well.

1. Advertising the Centre Manager Position

HIRE-A-STUDENT

A STUDENT SUMMER EMPLOYMENT PROGRAM

ARE YOU A STUDENT LOOKING FOR A SUMMER JOB?

YOUR SEARCH MAY BE OVER!

Competition is open for the position of

CENTRE MANAGER

QUALIFICATIONS

- applicants must be: returning to school in the Fall of 1983, energetic, outgoing, responsible.

DUTIES

- management of local Hire-A-Student office in the Town Hall basement
- registration of students
- take job orders
- place students in available jobs
- public relations and community contact work
- duties to commence May 10th on a part time basis for two weeks, then become full time until early August.

WAGES

- $5.25 per hour

APPLICATION DEADLINE MONDAY, MAY 7TH

INTERVIEWS TUESDAY, MAY 8TH

Please submit a resume and covering letter to:

Ms. Melanie Williams-Pollock
4416 - 42B Avenue
Leduc, Alberta
Phone: 986-7304

SUMMER EMPLOYMENT

IN LACOMBE

POSITION: The Lacombe Hire-A-Student Committee is now accepting applications for a Hire-A-Student Centre Manager.

DUTIES: Under the direction of the Hire-A-Student Committee the duties of the Centre Manager are:

1. To promote the Hire-A-Student program in Lacombe and area.
2. To provide information on Hire-A-Student to students, employers, and other groups.
3. To register students.
4. To receive job orders from employers and make suitable student referrals to available jobs.
5. To maintain appropriate records and reports.

SALARY: $5.00 per hour

LENGTH OF EMPLOYMENT: Full-time (approximately 35 hours per week) May 3rd to August 20th, 1983.

QUALIFICATIONS: Applicants must be returning to an educational institution in 1983.

Applicants for the above position are asked to complete a detailed resume. Preferences will be given to those applicants with personal knowledge of the employment and economic conditions of the area.

Resumes should be addressed to:

Lacombe Hire-A-Student Committee
c/o Box 809
Lacombe, Alberta
T0B 4L0

Deadline for submitting resumes is March 15, 1983

HAS looking for new student job worker

by Debbie Cruickshank

The Innisfail branch of Hire a Student, sponsored jointly by the Chamber of Commerce and both provincial and federal governments, is searching for a coordinator for the months of May, June, July and August.

The program is being expanded this year by extending the office hours to 7 hours a day, five days a week. Formerly the office was not open full time until late June.

The prospective coordinator must display good managerial skills, and the ability to organize and be able to match applicants with positions.

The position pays $5.00 an hour, and appliants may apply by contacting Stuart Little at the Innisfail High School.

At present the site for the office has not been finalized, however several options are being considered.

2. Introducing Program and Personnel to the Community

Hire-a-Student Rolling

Short staffed because of summer vacations? Do you need someone to unload trucks, set up a new filing system or build a deck off the kitchen? University and College students are still looking for jobs to gain experience, and earn money for their return to school in September. Secondary students will soon join in the search.

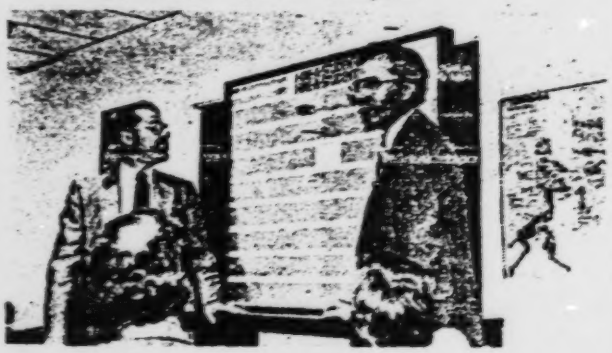
Hire A Student is a summer employment program and has noticed a 25% decline in vacancies compared to last year. Because so many students are looking for work, Hire A Student can ensure that employers see only the number of qualified applicants they require. "We provide a free referral service so employers can save on the costs of advertising;" said Hilary Lynas, Director, "and potential applicants are interviewed to determine their suitability for each position. This careful screening enables employers to make better use of their time."

There are seventy-eight Hire A Student locations in Alberta, and over 2,000 students have already registered with the Edmonton office. These eager workers possess a wide range of skills and experience that local employers may be able to use. Summer is a good time to consider a student worker for jobs that need to be done around both homes and businesses.

In addition to regular employment openings Hire A Student can arrange for the short-term needs that some organizations experience. In the Casual Labour office, hard-working students are available for clerical relief, site clean-up, inventory, moving supplies or furniture, and landscaping.

Student-run businesses will provide free estimates from painting, yard maintenance, light or heavy construction, financial consulting, stereo repairs, microcomputer consulting, research questionnaires, house-sitting and graphics work. These people have their own equipment, usually several years of experience and work on a contract basis. HAS advises students who wish to set up their own business and provides contact with potential employers.

Employers may call Hire A Student at 420-2070 to use the services they offer until August 20. With community support, the program will again be successful in meeting the needs of local employers and students. Remember your first summer job? Consider hiring a student this year.



Hire-A-Student office open

By Judith Crewe

Students seeking summer employment in the Gibbons area can find help finding summer jobs by contacting the Hire-A-Student office in Gibbons.

Located in the Town offices in Gibbons, the Hire-A-Student office is open Tuesdays from 9 a.m. to 3:30 p.m., and Wednesdays from 9 a.m. to 12 noon. Telephone 923-3331.

Managering the Hire-a-student office is Roxanne Benoit.

Hire-A-Student program underway

by Sharon Stefanyk and Margie Wowk

Once again business people and residents will have the opportunity to utilize the services of the Hire-A-Student (H.A.S.) program this summer. The Lac La Biche office is located upstairs in the Town Hall. Student placement officers, Sharon Stefanyk and Margie Wowk will be available on a part time basis from May 10 to June 25, between the hours of 4 and 6 pm.

The purpose of H.A.S. is to aid summer employers in their search for capable, efficient summer help, and to assist students in finding appropriate jobs for their talents.

Both the employer and the student benefits from the H.A.S. program. The Employer can benefit from the H.A.S. program by saving time and energy when looking for temporary or casual help. H.A.S. will assist the employer in finding a student best suited to job requirements and will provide prompt service in emergency situations. The Student can benefit from the H.A.S. program by learning the proper "job hunting" procedure and the expectations and requirements of certain employers for certain jobs.

For more information call 623-2518, or better yet come visit us upstairs in the Town Hall between the hours of 4-6 pm. We'll be expecting you.
TAKE A BREAK, HIRE A STUDENT. □

Hire A Student co-ordinators in Lac La Biche - Sharon Stefanyk [left] and Margie Wowk, and HAS area co-ordinator, from St. Paul, Suzanne Boisvert

HAS co-ordinator for Coaldale

The selection of the Hire-A-Student co-ordinator for Coaldale was named last week by the selection committee.

Six high school students applied for the lone position as co-ordinator for the summer employment office.

Louise Takeda, a grade 12 pupil at Kate Andrews will open the office, which will possibly be located in the town administration building, around the middle of May.

Hire A Student

By Therese Praeker

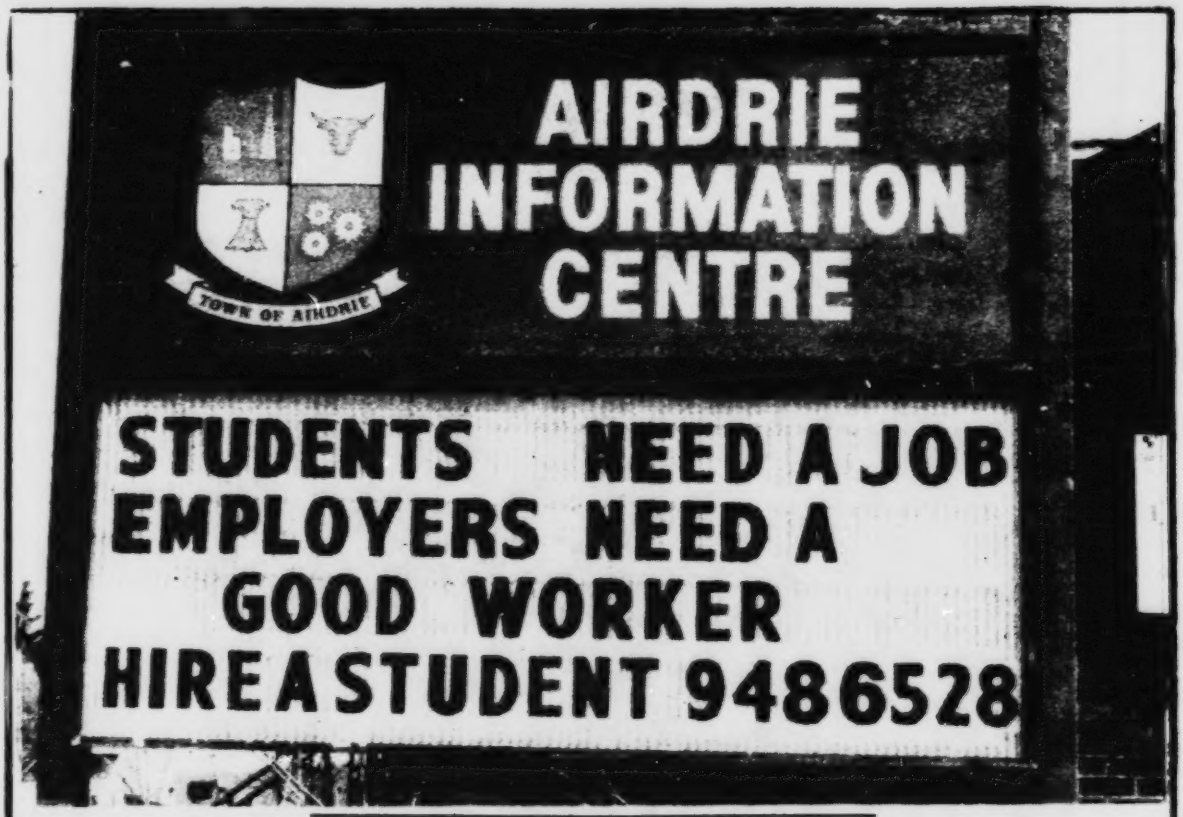
The Strathmore Hire-a-student office is in operation for its second summer. The objective is to find students summer jobs and to meet the employment needs of the community.

The committee, consisting of Doug Lindsay, Christine Mitzner, David Freeman and Rev. Norm Radway, myself extend an invitation to you to attend the Official Opening and Open House. It will take place on May 28 at 208 2nd Avenue - east of the Provincial Court House, with the ribbon cutting at 12 noon. Special guests have been invited and there will be door prizes.

Join us for refreshments and learn more about the HAS program. Help the students help themselves Hire-A-Student.

See you at the opening

3. Advertising Office Openings



Community leaders are backing Hire-A-Student objectives

The Airdrie Hire-A-Student office will be celebrating its grand opening May 27. This celebration will begin at 12 noon with a ribbon cutting ceremony. Coffee (donated by Foodmaster) and donuts (donated by the Airdrie Bakery) will be served to those attending.

The Alberta Hire-A-Student (H.A.S.) program is a co-operative and co-ordinated activity of government, business, the community and student groups who are concerned with the job search information service for students and the placement of students in summer jobs.

In Airdrie the community is represented by a committee consisting of four members. The committee is responsible for establishing the objectives, setting the budget, establishing basic program policies and procedures, and for providing administrative assistance, which are necessary for operating a summer student placement service. In Airdrie the Hire-A-Student committee members are: Brad Oneil, chairperson and representative for the Airdrie Chamber of Commerce; Connie Allen, guidance counsellor and teacher at Geo. McDougall High School; Leslie Kemp, Social Planning Director for the Town of Airdrie; and Alan Tennant, Manager of the Airdrie Echo, Crossfield Chronicle, and Rocky View Times.

The office is located behind the Airdrie Information Centre in the ATCO trailer. The phone number is 948-6528 and the office hours are 9 a.m. - 4:30 p.m., Monday - Friday.

Already a flurry of effort is going on for the benefit of students who will be needing employment for the summer months.

Gilbert Henry is the centre's manager, and he is hoping for a good turnout to the opening.

Picture Butte Hire-A-Student Office
will be holding a
Coffee House on Monday, May 31st
from 9 a.m. to 11 a.m. at Lee's Palace
FIRST BEVERAGE FREE
Hire A Student

Friday May 19/82

OFFICIALLY OPENED

The St. Albert Hire-A-Student office in the Grandin Mall was officially opened this week by MLA Myrna Fyfe. Aiding her in the ceremony were Mayor Richard Fowler and Hire-A-Student committee chairman Greg Fransoo.

You are cordially invited to the

Grand Opening

of the

Hire A Student Office

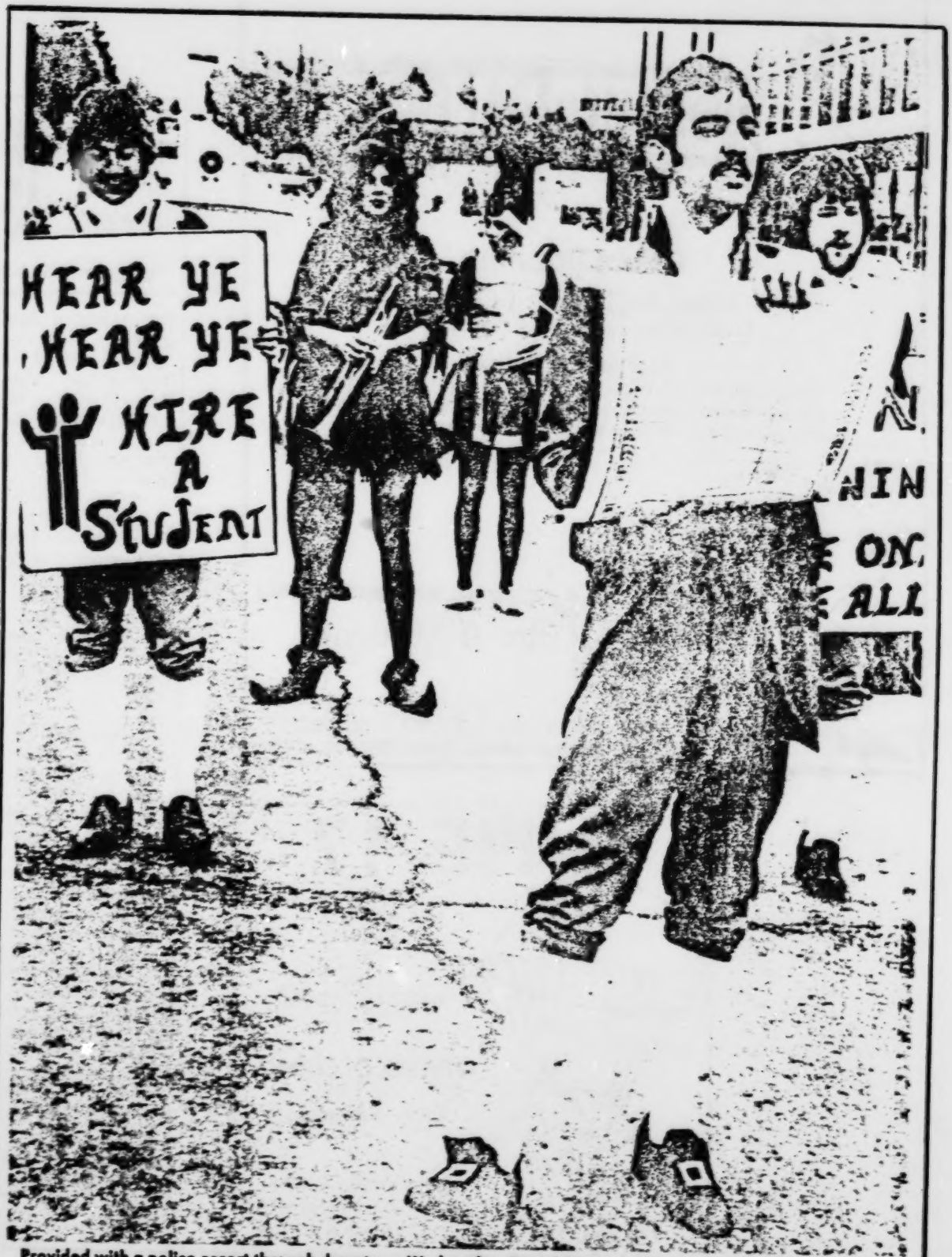
in the A.I.D. Information Centre, one door east of Provincial Court Building

Friday, May 28

Official Opening - 12 Noon

Open House to follow - Refreshments

Everyone Welcome!



Provided with a police escort through downtown Wednesday, Darryl Zachary, Maureen Stach, Debi M. Wouters, Doug Stroh and Mark Kemball (from left to right) went a-crying for the Hire-A-Student program this year. The banging, bugling and chanting were effective in drawing the city's attention to students' needs for summer jobs, reported Wouters, program administrator for the Medicine Hat Hire-A-Student office.

—News photo Frank Webber

ANNOUNCING

Grand Opening

Hire-A-Student Office

At the Beaverlodge Town Office from 3-4pm

June 18, 1982

Come celebrate with us for our 7th annual H.A.S. year. There will be cake and coffe served. The employers are eligible for a door prize of a dinner for 2 at the Mera Mar Restaurant.

Hire A Student

Canada Alberta

JUNE 17

Drop In To The

HIRE-A-STUDENT

GRAND OPENING

2:00 - 4:30 p.m.

Come and have coffee and refreshments with the H.A.S. staff

Office located within L. A. Realty

PH: 782-2299

Hire A Student

by Marion Kaiser

The Fort Saskatchewan Hire-A-Student office was opened on Monday May 10. Office hours are Tuesday to Friday 8 a.m. to 3 p.m. and Saturday 11 a.m. to 3 p.m.

The Hire-A-Student office is located in the Chamber of Commerce at 9911 - 103 Street, next door to the King Henry Inn Dining Lounge. Our aim is to assist students from the junior high to university level in finding summer employment.

Although the job market is extremely tight this year, Hire-A-Student will provide the necessary liaison between employers looking for students and students seeking temporary work. If you are a student looking for work, visit the office or call 998-4355.

By talking to as many employers and students as possible, the Hire-a-Student office hopes to create a positive employment atmosphere which will benefit the business community, the students, and in the end the Town of Fort Saskatchewan as a whole.

HIRE A STUDENT GRAND OPENING

Thursday June 3rd

Ribbon Cutting 10:00 a.m.
Free Coffee, Doughnuts & Information!
Everyone is Welcome.

Community representatives will be working in our office throughout the day, and may be calling you to see if you need any odd jobs done. Each worker has a goal of 5 job orders for the hour. Please support our program and keep the workers busy!

10:30 - 11:30	Gordon Ken, St. Paul Journal
11:30 - 12:30	Mr. Silver, Chamber of Commerce
12:30 - 1:30	Mr. Gervais, Regional Guidance Counsellor
1:30 - 2:30	Jim Blundel, Manager Radio LW
2:30 - 3:30	Mr. Dahmer, Lakeland College
3:30 - 4:30	Susan Kotowich, Regional SU President

!IT'S BIG NEWS!

On JUNE 17

HIRE-A-STUDENT

is having a

GRAND OPENING

and

YOU ARE INVITED!

Hours 2:00-4:30pm

Come for cake and coffee and meet the HAS STAFF.

Winners of the logo and poster contest will be announced. Also, student profiles will be on display.

PLEASE COME, WE NEED YOUR SUPPORT!

Christine Malaka

Karen Hoppins

Hire-a-student offices open

THREE HILLS - With summer just around the corner the Three Hills and Trochu Hire-a-student offices are now open with two young ladies managing them who are eager to help local students find summer employment.

Manager of the Three Hills office is Christine Malaka who has set office hours on Mondays, Wednesdays and Fridays as 4 to 6 p.m. She said regular summer hours will take effect in July and August. The office can be found in the basement of the town library.

Karen Hoppins, the Trochu manager, said she realizes the problems students face in locating summer employment and is willing to help solve those problems. Karen will be in the Trochu office, at the Trochu town office, from 3:30 to 5:30 on weekdays until the end of June and from 10 a.m. to 4:30 p.pm. on weekdays during the summer.

The Three Hills office number is 443-5431 and Trochu's is 442-2213.

Miss Malaka said she will write letters to employers and make calls to businesses within the next couple of weeks to see if they require help this summer.

About six students have registered at the Three Hills centre already for businesses requiring farm laborers, waitresses and people with office skills.

Also, an odd job squad will be organized. This will include babysitters and students who will mow lawns.

Students can ask for advice about preparing for interviews and assembling resumes. There are pamphlets and brochures to read in the office as well.

She emphasized the centre doesn't hire students, but is used as a referral service.

A total of 57 students were placed from the Three Hills office last year and the manager hopes to at least match this total.

Offer goes out for youth to visit the office

Tammy Knowles of Mrs Hull's grade 4-5 class at Park Elementary receives her award from Marion Kaiser of Hire-A-Student for a poster well-done. Donna Buss, Kim Bateau, Dick Poon, Andrew Morum, Victor and Clinton Ashton of Mrs. Sprague's grade six class at Fort Elementary also won prizes.

Hire A Student by Marion Kaiser

I hope everyone enjoyed the Hire-A-Student entry in the Elk's parade. Robert and Judy Konojacki from the Good Hope Community kindly lent us the baby goat for the parade. Thanks also to the students who helped and Safeway Canada and the Chamber of Commerce who jointly donated the candy.

In addition to being an employment and referral agency, Hire-A-Student tries to help students with career planning. If you are interested in this area, call the office at 998-4355 or visit at 9911 - 103 Street. It is important to start career planning at the beginning of high school since most post-secondary institutions have very early deadlines on applications for admission. Grade 11 students in particular should be researching this now, and preparing for interviews, testing, and applications which should be completed during Grade 12, not after Grade 12.

Since the poster contest was so successful, I would like to extend an invitation to all of the elementary school students to visit Hire-A-Student during their summer holidays and see how the office is run. A number of students from Park Elementary have already toured the office and they enjoyed it. Also if any of the students are bored during the summer, they should visit and draw posters for us, or perhaps we can find something else of interest for them to do.

Hire A Student
A Student Summer Employment Program

Cashier
Babysitters

Open Monday to Friday
9:00 a.m. to 3:00 p.m.

Interview key to job search

By Roxanna Benoit

Sturgeon Hire A Student manager

In last week's column, the steps for a good job search technique were outlined. The interview is, however, perhaps the most important event in the job search. For this reason, the word "interview" makes many people nervous and insecure. Keep in mind that you are not asking for a job; you are actually trying to sell your services - a given quantity of useable energy, of a certain quality, on which the employer can make a profit.

An employer hires you not as a favour to you but because he But because he/she wants wht you have to offer. An applicant goes to a job interview with two objectives: to sell his/her services and to collect information concerning the job and the company. The interviewer also has two objectives: to collect information which will help in predicting the applicant's future performance and to provide information about the job and company.

To reduce nervousness before an interview, one should be well prepared physically and mentally. The main tips for preparing for an interview are: Wear suitable clothing, be on time for the interview, review the research you have done on the employer and the job so you can discuss the job you are applying manner.

When you have prepared yourself for an interview you will feel more confident and this feeling will be projected to the employer.

(taken from "Job Seekers Handbook". Copies available at H.A.S.)

From the hire-a-student office

Most students have a general idea about how to find a job but few are aware of all the steps involved in seeking employment.

One of the most important steps in finding work is the initial contact with the employer. The first thing an employer sees is either your application form or you. Is the form neat and legible and has it been filled out completely? There is a reason for each question on an application form and if one is left unanswered the employer may think that you are not truly interested in the job.

When you go to see an employer a first impression has usually already been made based on your appearance before the interview begins. Remember that neatness and promptness create a good impression. Be prepared to answer questions about previous work experience but also have your own job-related questions ready. Take a look at yourself from the employer's point of view - would you hire you?

If you have any questions about job interviews and applications, drop by the Hire-A-Student office in the Provincial Building.

Hire A Student

NOTICE TO STUDENTS:

There are now jobs available for the summer months including:

*Waitress/Waiter *Machine Operator *Cook
*Chamber Maid *Babysitter *Clerk *Odd Jobs

Drop into the office and see how we can help you to have a good and rewarding summer, or phone 627-3062.

Native students are also reminded that Manford North Peigan is the Native Internship Program Officer and may be reached at 985-3940, Brocket Outreach Centre.

Hire A Student office place to start job-hunting

Young peodple looking for jobs this summer need go no further than the Provincial Building in downtown Fairview.

That's where the Hire A Student office, manned this year by Trudy Carlstad, has been set up.

H.A.S., which offers a free referral service, is located idn the lobby of the Provincial Building. The telephone number is 835-4222.

Miss Carlstad, a resident of Bear Canyon who is completing her Grade 12 at Fairview High School this spring, will be at the office from 2:30 - 4:30 weekdays until July when the office will be in operation a full day — 9 a.m. - 4:30 p.m.

Managing the H.A.S. office is a new experience for Miss Carlstad, but she is familiar with the operation, having obtained summer employment through it in past years.

She is hoping to achieve a success rate at least as great as last year when 60 students were placed in jobs through the local H.A.S. service.

There are similar offices at Grimshaw and Spirit River, so the Fairview office covers a fairly large rural area besides the town of Fairview.

Miss Carlstad explained that anyone planning to return to school this fall is eligible to register with H.A.S. as well, employers are encouraged to place job orders if they are looking for student help.

"Householders and farmers — anyone requiring casual help — can apply," Miss Carlstad said. "Last year there were a lot of calls for lawn mowing and yard cleanup positions."

While Miss CArlstad, who plans to study commerce at the Grande Prairie Regional College in the fall, is in charge of the office, H.A.S. is set up locally by a three-man steering committee consisting of Dell Roberts (his fifth year with the program), Greg Woronuk and Ed Kieller.

They set up the program, hire the office manager and make sure everything runs smoothly.

As well, George Felidichuk of Peace River, area H.A.S. co-ordinator, will be paying regular visits to Fairview.

TRUDY CARLSTAD
. . . Fairview H.A.S. office manager

ARE YOU A

Super Student In DISGUISE?

Drop into
LACOMBE-HIRE-A-STUDENT
Lacombe Town Office
782-3832

HIRE-A-STUDENT

A STUDENT SUMMER EMPLOYMENT PROGRAM

REGULAR HOURS: 8:00 a.m. - 4:00 p.m.
Hinton Town Office

SPECIAL HOURS: FOR STUDENT REGISTRATIONS

Tuesday, May 12
7:00 - 8:30 p.m.
Overlander School
Wednesday, May 13
7:00 - 8:30 p.m.
H.C.H.S.
Thursday, May 14
7:00 - 8:30 p.m.
Valley Shopping Centre

WATCH FOR FURTHER DETAILS

STUDENTS

REGISTER NOW FOR SUMMER EMPLOYMENT

At your local Hire-A-Student office located in the County Office.

PHONE 675-2273

Athabasca

Hire A Student

STUDENTS: Let us help you find the right job

We have the following openings

- Cashiers
- Babysitters
- Community Worker
- Waiter/Waitress
- Busboys
- Cooks
- Disc Jockeys
- Bellhops
- Chambermaids
- Salesstaff
- Car Hostesses
- Dishmachine Operators
- Pet Sitter

If you are interested in odd jobs, full time or part time work

Call Joanie Golonowski
865-2217
Or Visit
Hinton Town Hall (next to arena)
8:00 - 4:00 Mon. - Fri.

5. Advertising Directed to Employers

Looking for jobs at Hire-a-student

Three Hills and Trochu Hire-a-student offices are open for business, or to find business, and like they say, they are students helping students.

But that is not all it takes.

With schools letting out in a few short weeks students will be filling out applications everywhere with the intention of finding summer employment. If jobs are available the Hire-a-student offices should be notified.

This service matches students with jobs available so it cannot create new jobs. The need for those jobs must be there. The young managers in charge of these offices have their work cut out for them since they must usually seek out jobs for the clientele on their growing lists.

While many businesses may require extra help in the summer to cover for vacationing staff members, not every student can expect to get a comfortable inside job of their choice. Newspaper classified ads list different opportunities open but the student must be willing to look for those jobs and to work for them.

Yard work, spring cleaning and other household chores have a tendancy to be put off by the householder until they pile up. Why not call one of the offices and have a student or two come down and help out?

So, once again, the community is being asked to pitch in and help employ its young people. Afterall, they will be the future employers of the community.

The Hire-A-Student office is open and going strong in the Atco trailer behind the Town Office Building . We have over 60 students registered, just waiting to work. Phone today and get help with all those extra jobs.

542-5327 ext. 65

H Helpful	H.A.S. helps students get jobs and employers get help.
I Involved	Students can become involved by registering at the Atco trailer behind the Town Office Building.
R Responsible	We have responsible students willing to work between the ages of 12 - 20.
E Eager	Our students are eager to work, just give them a chance!
A Assistance	H.A.S. gives assistance to students and employers with regards to employment.
	We have 60 students registered so far this year.
S Students	Use H.A.S. anytime, 1 hour, 1 day, or all summer.
T Time	H.A.S. students are useful. They fill in for vacationing staff or sick leave.
U Useful	H.A.S. students are dependable. Students are referred by H.A.S. office manager and interviewed at no cost for employer.
D Dependable	
E Energic	H.A.S. students are so energetic they are willing to do almost any job.
N Now	Register Now. No Cost To Register.
T Telephone	DRAYTON VALLEY HIRE-A-STUDENT 542-5327 ext. 65 Becky

Hire-A-Student employer of the week

Ruth Fedorow, of O.K. Motors, Lac La Biche

Employers . . .

Utilize Alberta's most Valuable Resource!

Hire-A-Student

We have many students ready, willing and available NOW to meet your summer employment needs. Just place your order with us today - you'll be happy you did!

Hire A Student

LOCATION: Lakeland College Building
Vimet's Shopping Centre

PHONE: 632-8206

OFFICE HOURS: 8:00 a.m. - 4:30 p.m.

This Ad Paid for by the Canada Farm Labour Pool located above the Post Office.

HIRE-A-STUDENT

Use Student Energy

Phone: 882-4009

HAS office is next to Collier's Jewelry

Office Hours: Thurs. 3:30-5:30
Sat. 9:00-4:00

Office Manager: Grace Nelson

Searching for Summer Help?

contact;

Hire A Student
10124-101 Ave.

Canada Alberta Chambers of Commerce Local Community Groups

Utilize One of Alberta's Natural Resources

Hire - A - Student!

contact;

Hire A Student
10124-101 Ave. 532-5599

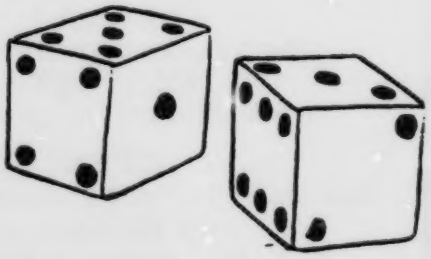
Canada Alberta Chambers of Commerce Local Community Groups

Why gamble with your summer help!!

Contact:

Hire A Student
10124-101 Avenue Phone 532-5599

Canada Alberta Chambers of Commerce Local Community Groups



Hire-A-Student Program well underway

Management answers queries

The Pincher Creek Hire-A-Student office is now actively taking both student and employer registrations for Pincher Creek and surrounding area. The management would like to clear up a few areas which community members have been inquiring about.

True or False

1. A student must be no older than seventeen years of age to register with the local Hire-A-Student office.

False: Anyone from the age of twelve or older may register with Hire-A-Student as long as they are returning to school, either in the following year or in years to come. We have students registered at the present time aging from twelve to twenty years who are willing to work at any type of job.

2. The job order requests are only for summer months including July and August.

False: The Hire-A-Student program runs from May to August and will fill any job requests given within this time period. Also many of our students are willing to work when school begins once again in September and after school and week-ends at the present time. We also have registered various post-secondary students who are willing to start work anytime.

3. The Pincher Creek Hire-A-Student pertains to the Pincher Creek area only.

False: The office pertains to both Cowley and Lundbreck area residents as well as the area around Twin Butte and the farming community surrounding the fore mentioned areas.

4. The Hire-A-Student office interests only those people who are looking for summer employment.

False: The program itself is designed to provide information on job search fields including starting your own business and how to write a resume or coverletter to providing further education information on post-secondary schooling. We also have access to S.T.E.P. program information as well Human Rights and Employment Standards Laws. This information is available to all.

5. The Hire-A-Student office is a *free* service offered to the community.

True: The Hire-A-Student program acts as a referral office or "go-between" with the employer and student. We find the student who is adequate for a certain job order and refer him/her to the employer. The employer does the final action of hiring, and is not required to hire the students we send. It is simply a service which is helpful to all who request it.

6. The program is only for those employers who wish a part-time or full-time job filled.

False: When one hires a student, the time period for which the student is available may be anywhere from an hour, day, week, month or season. The job search applies to all employers whether they be homeowners, housewives or corporation managers. Any job which must be done can be filled by an eager, energetic and reliable student.

We hope this will answer some of the questions which you have been inquiring about. If you require further information on the above mentioned or any other aspect feel free to call us or drop into the office.

We will be willing to help you in anyway that we possibly can.

Hire A Student
A Student Summer Employment Program

WANTED
Employers to offer a job
for a day, week, month or season

DESCRIPTION
Anything from pulling weeds
to boxing groceries to cleaning rooms

REWARD
Helping students help themselves

CONTACT
Hire-A-Student Office at 627-3062

OPEN
9:00 a.m. - 1:00 p.m. & 2:00 p.m. - 5:00 p.m.
WEEKDAYS
9:00 a.m. - 1:00 p.m. SATURDAYS

Located in the basement of the Town Hall
HELP MAKE IT A GREAT SUMMER FOR EVERYONE!

Get involved Hire-A-Student

Well, we're back for another summer and as the end of the school year approaches, the number of students looking for jobs increases. In order to fill the needs of both students and employers the Hire-A-Student office has been opened once again in St. Paul.

The objectives of Hire-A-Student are to aid students in obtaining regular and casual summer employment and to help employers in the St. Paul area to find suitable employees.

Our office has been open since May 10th and things seem to be moving quite slowly. We, at Hire-A-Student are counting on things to get moving before the students get out of school this year.

Our office this year is located in the old Indian Affairs Building behind the Bank of Commerce. We're open from 8:30 a.m. to 4:30 p.m. Monday to Friday.

This summer our goal is to outdo last year's total number of placements. We really have our work cut out for us and we need the support of the entire community.

Any interested students or employers should call Anita, Sherry or Suzanne at 645-6831.

Hire A Student

You Need A BREAK, They Need A JOB.

HAVE A YOUNG SUMMER – HIRE A STUDENT

Phone 962-6661

(LOCATED IN CHAMBER OF COMMERCE OFFICE)
HIGHWAY 16 & CALAHOO ROAD
Spruce Grove
HOURS: Monday - Friday 2:30-6:00
JULY HOURS: Monday-Friday 9:00-5:00

EMPLOYERS

All employers and householders who place job orders with the Beaverlodge HAS office during the week of July 6-10 will be eligable to win a $20 gift certificate donated by the Beaverlodge Businessman's Association.

Have you thought of hiring a student?

H.A.S. co-ordinator Margie Wowk (left) presents an "Employer of the week" certificate to Alex Kuziemsky of Alberta Transportation.

The Hire-A-Student Program is off and running. Now in the second week of operation employers are desperately needed. At the moment we have far more applicants registered than we can provide jobs for.

What is Hire a Student? Hire a Student is a joint Federal, Provincial, and Chamber of Commerce sponsored program to develop and provide a placement service for the youth of Alberta during the summer months.

Why a Student? Students are available and willing to: fill in for your vacationing employees; provide extra staff for your increase of summer workload; assist your immediate short-term needs; assist with odd jobs that arise from day to day ie. mowing lawns, washing windows, weeding gardens and just about anything.

Why should you the employer hire a student? The student you hire for the summer: will gain valuable experience and could become a useful member of your permanent staff upon graduation. He may be able to continue the service on a part-time basis throughout the year and will be provided with the necessary resources to further his or her education.

The Hire-A-Student office can be of service to you by: saving you time, energy, and money when looking for temporary or casual help; assisting you in finding a student best suited to your job requirements and providing prompt service in emergency situations.

The Hire-A-Student office relies a great deal on public support through advertising, and would appreciate any assistance from the business community. Because of this fact we have started a new column honoring a person each week, as "Employer of the Week," who has placed the most students during that time span. This title reflects the strong community support, and appreciation from us at Hire-A-Student.

The "Employer of the Week" for May 10-15 is Alex Kuziemski of Alberta Transportation. □

Hire A Student

A Student Summer Employment Program

April 28, 1983

Dear Employer:

Once again Hire-A-Student has opened its' doors for the summer. Summertime always brings those little extra jobs or vacationing staff which can sometimes put you in a bind. This year don't let them get you down, just give us a call at Taber Hire-A-Student and we will help fill those gaps so you can have a relaxed and efficient summer.

Hire-A-Student is a free service which attempts to coordinate the summer needs of both the employer and the student to their mutual satisfaction. We provide students with casual and seasonal jobs from May to August. Also, we teach students how to handle a job interview properly and how to adjust to a new job, little things that indirectly benefit you, the employer.

You may ask yourself, "Why Hire-A-Student?" Employers hire students because students:

- are capable and energetic
- have a variety of talents
- can ease summer rushes
- are available on short notices
- will work all summer by the hour, day or week
- are potential permanent employees

If and when you place a job order through Hire-A-Student, we try and refer to you only the student best suited for the position, be it from window washing and lawn mowing to a store clerk.

I will be contacting you within the next month to discuss your summer employment needs for 1983. If you have any comments or questions before then, feel free to contact me at 223-3900, 1:30 - 4:30 p.m. weekdays, or drop in to the Hire-A-Student office, room 1 in the Post Office Building.

Yours sincerely,

Leanne Sanderson

Leanne Sanderson
Taber Hire-A-Student
Centre Manager

Hire A Student

A Student Summer Employment Program

August 2, 1983

Dear

I would like to take this opportunity to thank you for supporting the local Hire-A-Student program. Our office and the Hire-A-Student program this year close August 20. The objective of Hire-A-Student, matching suitable job applicants with employers requiring summer help, during the summer of 1983, were fairly successful. Our office has managed to satisfy employers who hired students for odd jobs as well as several employers who required full-time or part-time help at their place of business. If you require any further information the local Chamber of Commerce is our sponsoring body and can help you with any questions. You are an integral part of our program, and through Hire-A-Student many young people are given an opportunity to gain that very valuable first experience at a job. THANK YOU.

Sincerely,

Alan Lacroix

Alan Lacroix
Office Manager

6. Weekly Newspaper Articles

Hire-A-Student news

DOING GREAT!!

The Hire-A-Student office is slowly winding down its program for another year. In addition to preparing final reports, the office is extremely busy trying to find suitable students for the jobs that are constantly coming in.

As of July 20, there were officially:

1. 39 student registrations from June 20 to July 20, giving a total of 198. The break down is as follows.

a)23 female registrations.

b)16 male registrations.

c) 37 secondary registrations.

d) 2 post-secondary registrations.

2. 30 regular vacancies notified (30 regular positions to be filled)

3. 108 casual vacancies notified (108 casual positions to be filled)

4. a) 38 regular placements.

b) 109 casual placements.

c) 144 secondary students have been placed in a job.

d) 3 post secondary students have been placed in a job.

These figures are well above last year's totals of 62 placements and 89 vacancies.

I contribute the substantial increase on jobs notified and actual placements to the hard working members of the Odd Job Squad. The 12 member crew has solicited a good 40 jobs this year and they still want more? Besides the jobs provided by the business community and private home owners, the Odd Job Squad has created their own working opportunites. This year special emphasis has been placed on the Odd Job Squad and their activities simply because for these kids, the economy and its depressing state are secondary when it comes to finding a job; these students are not worried about landing a $5.00 per hour job but making some money and having fun! So far, the Odd Job Squad has held six events ranging from the yard clean-up to the Car Wash, with another event in the planning stages. It is hoped that the kids can hold a window wash before the closing on August 6. After postponing the sidewalk sweep four times, the weather finally cooperated and it was held on Monday, July 19th. The Odd Job Squad raised $74.00. A special thanks goes out to the local merchants who donated so generously to the sidewalk sweep. I must commend those members of the Odd Job Squad who have worked so very hard to make this year's edition of Hire-A-Student so successful. I thank all those people who have used the Hire-A-Student referral service this year- your support has made this year tremendously successful.

Student employment difficult to find

Due to the present state of the economy and the slow down in the Lloydminster area, students are going to discover that summer employment is going to be very difficult to find. Already, student job opportunities at Hire-A-Student are down thirty-three percent from last year at this time.

If you are a student and actively seeking summer employment, do not be particular. If you want to work you are going to be forced to take what you can get. In previous years, students could afford to hold out until they were offered a high paying job or a job in their related field of study. This is not the case this year. The high paying jobs are few and far between.

Remember, time is money. If there are employment openings and you are not working, economically speaking you are suffering a loss. Why wait for six weeks for a job that pays $6.50 per hour, when you could start work immediately working for $4.50 per hour. Assuming the summer employment period is sixteen weeks long, you would make more money during the summer if you started work immediately.

Students, with the proper attitude and some determination, you can find summer employment. Do not be too particular. The Hire-A-Student office can help. Call 825-6291 or contact Hire-A-Student at 4618 - 49 Avenue, in the Canada Employment Centre office.

HAS Program coming to a close

Contributed by
Susan Knoblauch
H.A.S. Co - ordinator.

The Hire - A - Student Program for 1982 will be coming to a close on August 6, 1982. It has been a very successful year in Spirit River, as a means of finding employment for students who wish to gain experience for future job references. Up to date, the Spirit River H.A.S. office has registered approximately ninety - six students and has placed approximately three - quarters of them, including casual and full time work.

The Hire - A - Student Program cannot be a success without the support of the community. There are many people who have contributed to this years program. We thank: the students, the employers, Carousel Fashions, Penguin Dairy Drive - in, Kinsmen Club, Rycroft Hotel Cafe, IGA, John Listhaeghe, Pleasantview Lodge, Sandra Esko, Rhonda Krafting, Spirit River Town Office and the Signal.

The H.A.S. program is directed by a committee of people who volunteer their time and support, to aid the Hire - A - Student co - ordinator. This years committee is Elaine Reid, Verna Block, Shirley Smith, and Fern Richardson. Throughout the past three months their guidance and support has helped to make the H.A.S. program a success.

Now that the office is about to close, employers are encouraged to place their orders as soon as possible. Remember! Get involved, Hire - a - Student! Have a good summer.

Student hiring office now looking for jobs

By late last week, Shelley Barton, manager of Slave Lake Hire-A-Student office at the Canada Employment Center, had already registered about 80 students seeking summer employment.

As far as finding jobs for these students, Barton said initially Canada Summer Work programs were being filled which in Slave Lake means about 25 jobs that have been created by four projects.

Hire-A-Student presentations have been done at Michener High School and Wahlstrom School and Barton is now beginning to contact local businesses to encourage them to consider hiring students this summer.

The Hire-A-Student office will officially open this Friday, 2 to 3 p.m., and the public is invited to attend the ceremony.

Barton is also the area co-ordinator for Hire-A-Student and serves the communities of Athabasca, Smith, Wabasca and Desmarais as well as Slave Lake.

In Athabasca, a separate office will be established and a manager will be trained.

Because of the low number of students and low number of employment opportunities in Smith, Barton said no regular visits will be made to that community; however, she will make a presentation at the Smith School and encourage any older studeats who desire to come to Slave Lake for summer jobs to register at the Slave Lake office.

During this week, the area co-ordinator will travel to Wabasca to help place students in Canada Summer Work projects.

In Slave Lake during the last week of July, Barton expects to hold an odd jobs week, and prior to the end of the school year her office may host a poster contest in local schools.

Hire A Student

Hire A Student

A Student Summer Employment Program

What does H.A.S. do?

Hire-A-Student? Yeah, we know what it does. It takes student registrations and matches them with jobs that employers list with the office.

Right, that is the major objective of Hire-A-Student, but that's not all it does.

The second objective is to provide valuable job search information that students will be able to use when looking for summer jobs and/or permanent employment.

This goal is accomplished in several ways. One is to interview and counsel each student before he is referred to a job. Using the student's registration card as a guide, interviewers ask questions they may encounter in a real job interview. In this way, they can help him prepare answers and maybe realize things he may not have realized on his own.

Information in the form of booklets and pamphlets such as the "Job Seeker's Handbook" are also readily available for the student to pick up free of charge.

Student Placement Officers, Sherry Lamberta and Anita Kalia, are also eager to assist students in becoming more successful "Job Seekers."

They can answer questions in areas such as where to look for a job, what steps to take, filling out application forms, writing covering letters and resumes, going for job interviews, and so forth.

Anita and Sherry can also provide students with information about minimum wage legislation. They can even suggest how to keep a job once you've got it!

Hire-A-Student, then does find jobs for students, but more importantly it also shows them how to find jobs for themselves.

The Hire-A-Student Office in St. Paul is located in the old Indian Affairs Building behind the Bank of Commerce. Public hours are 8:30 to 4:30 Monday to Friday.

For more information concerning the H.A.S. program, call Anita or Sherry at 645-6831 or drop in to the office and have a chat about how we can assist you.

What is Hire A Student

by Bev Oscar

Hire A Student is a cooperative program sponsored by local community groups, Alberta Chambers of Commerce, and the provincial and federal governments.

The main objective of HAS is to help students find jobs by:

—encouraging employers to use Hire A Student and

—matching qualified students with the jobs employers ask for.

There are many eager and willing students looking for casual, full-time or odd jobs, but before these students can work there has to be jobs available for them. This is where the employers support is greatly appreciated.

Community support is the main factor of HAS so please keep in mind, on thos hectic days when there is just "too much to do," all those students who are seeking jobs.

7. Odd Job Promotions

Odd Job Squad

Now that school is out for the summer, Hire-a-student have many students registered between the ages of 12 to 15 years old looking for a job.

Most regular jobs require students who are 16 or older so students younger have a hard time finding summer employment.

It is for this reason, an odd job squad has been formed. This team of students are travelling from door to door finding odd jobs. They will be wearing Hire-A-Student buttons and have an odd job kit with them.

The kit contains information for homeowners on Hire-a-student. They also have a form you can fill out if you need any jobs to be done.

If you have any questions about our odd job squad, feel free to give Susanne or Dianne a call at 721-1126. If you are interested in being on the odd job squad, go to the Hire-a-student office in the Canada Employment Centre and talk to Susanne or Dianne.

Does your lawn need care?

Hire A Student

948-8528

CALL THE

Hire A Student

ODD JOB SQUAD

For:

Window Washing
Painting
Babysitting
Gardening
Lawn Mowing
General Cleaning
Painting
Odd Jobs

Don't Delay
Call 329-1455 today!

Need a window cleaned?

Hire-A-Student workers busy on their window cleaning campaign last week. For 10 cents a square foot, thirteen businesses in Two Hills had sparkling clean windows.

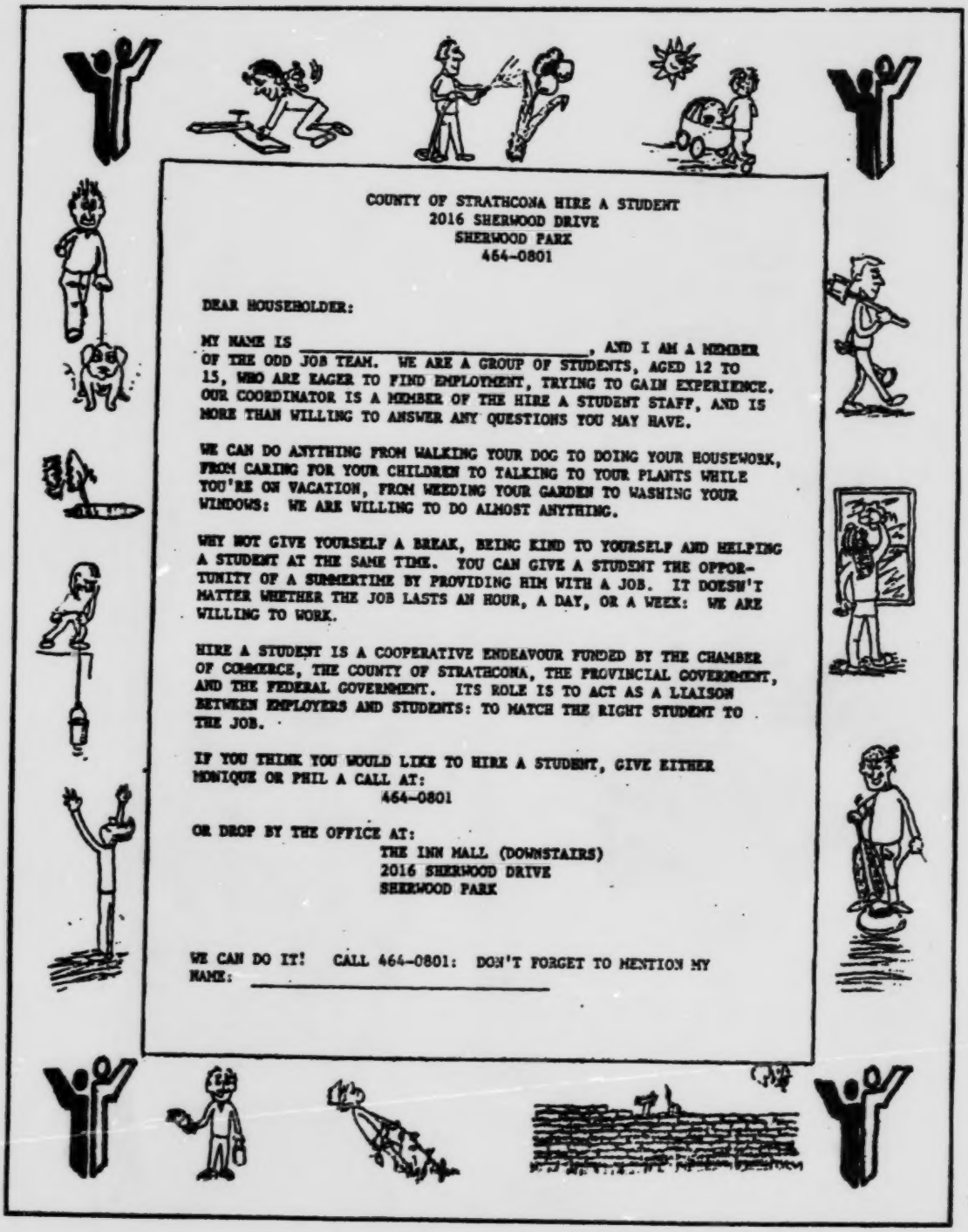
ODD JOB SQUAD

LAWN CUTTING AND WINDOW WASHING BLITZ!

Average size lawn	$3.50
Large lawn	$4.50
Extra digging	$1.00
Window washing	$2.00

Please put your job order for these in by Wednesday, July 8th. Submit to the Hire-A-Student office in the curling rink or Phone: 939-4393

Hire-A-Student Mascot — The Odd Job Squad of Stettler Hire-A-Student Office held an Ice Cream Sale on Main Street Friday and the squad's mascot Odd Jobber was there.



COUNTY OF STRATHCONA HIRE A STUDENT
2016 SHERWOOD DRIVE
SHERWOOD PARK
464-0801

DEAR HOUSEHOLDER:

MY NAME IS _____, AND I AM A MEMBER OF THE ODD JOB TEAM. WE ARE A GROUP OF STUDENTS, AGED 12 TO 15, WHO ARE EAGER TO FIND EMPLOYMENT, TRYING TO GAIN EXPERIENCE. OUR COORDINATOR IS A MEMBER OF THE HIRE A STUDENT STAFF, AND IS MORE THAN WILLING TO ANSWER ANY QUESTIONS YOU MAY HAVE.

WE CAN DO ANYTHING FROM WALKING YOUR DOG TO DOING YOUR HOUSEWORK, FROM CARING FOR YOUR CHILDREN TO TALKING TO YOUR PLANTS WHILE YOU'RE ON VACATION, FROM WEEDING YOUR GARDEN TO WASHING YOUR WINDOWS: WE ARE WILLING TO DO ALMOST ANYTHING.

WHY NOT GIVE YOURSELF A BREAK, BEING KIND TO YOURSELF AND HELPING A STUDENT AT THE SAME TIME. YOU CAN GIVE A STUDENT THE OPPORTUNITY OF A SUMMERTIME BY PROVIDING HIM WITH A JOB. IT DOESN'T MATTER WHETHER THE JOB LASTS AN HOUR, A DAY, OR A WEEK: WE ARE WILLING TO WORK.

HIRE A STUDENT IS A COOPERATIVE ENDEAVOUR FUNDED BY THE CHAMBER OF COMMERCE, THE COUNTY OF STRATHCONA, THE PROVINCIAL GOVERNMENT, AND THE FEDERAL GOVERNMENT. ITS ROLE IS TO ACT AS A LIAISON BETWEEN EMPLOYERS AND STUDENTS: TO MATCH THE RIGHT STUDENT TO THE JOB.

IF YOU THINK YOU WOULD LIKE TO HIRE A STUDENT, GIVE EITHER MONIQUE OR PHIL A CALL AT:
464-0801

OR DROP BY THE OFFICE AT:
THE INN MALL (DOWNSTAIRS)
2016 SHERWOOD DRIVE
SHERWOOD PARK

WE CAN DO IT! CALL 464-0801: DON'T FORGET TO MENTION MY NAME: _____

ARE YOU 13 - 15 YEARS OLD AND LOOKING FOR A JOB?

HERE ARE THE FACTS

The Spirit River Hire-A-Student office has a special program to help you find a job and to encourage employers to hire students of your age.

There are certain restrictions within the Alberta Employment Standards Act regarding job opportunities for students under 18 years of age.

IF YOU ARE 13 OR 14 YEARS OF AGE

1. You can work at the following kinds of jobs:
   i) Delivering newspapers, flyers, handbills.
   ii) Being and errand person, "go-for" or clerk, in an office or store.
   iii) Doing lawn and garden maintenance, general housecleaning or babysitting.
2. You may only work from 6:00am to 9:00pm.
3. You can work two hours on any day that you go to school.
4. You can work up to eight hours on any day that you do not go to school.

IF YOU ARE 15 YEARS OF AGE

1. There are many more jobs available to you.
2. You can work until midnight only if you are under the constant supervision of an adult.
3. You can work between midnight and 6:00am only in establishments such as hospitals and manufacturing plants; with written consent from your parent or guardian, and the constant supervision of an adult.

MINIMUM WAGES

1. Under 18 years of age - $3.65 per hour.
2. Under 18 years of age and working part-time while attending school - $3.30 per hour.
3. If you are working for a private household, your employer does not have to pay you minimum wage.

The 13 - 15 Year Old Program begins on June 15. During June our office is open until 6:00pm. It is best to wait to look for a job until you are able to start work immediately. We are located in the Town Office.

We'll do our best to help you!

Employer Fact Sheet

The Thirteen to Fifteen Year Old Program is a new concept within the Hire-A-Student operation. This program is designed to encourage younger students to obtain work experience which will enhance their employment opportunities.

Students of this age group possess certain job eligibilities within the Alberta Employment Standards Act. Employers are encouraged to hire students with the following qualifications in mind.

Areas of employment 13 to 15 year old students are eligible for:

1. Delivery person of small wares.
2. Clerk or messenger in an office.
3. Clerk in a retail store.
4. Delivery person of newspapers, handbills, or flyers.
5. Lawn and garden maintenance, general household cleaning, and babysitting.

Note: Fifteen year olds are considered the same as sixteen year olds and are eligible for a wide range of employment opportunities.

Wages:

1. Under 18 years of age - $3.65 per hour.
2. Under 18 years and working part-time while attending school - $3.30/hr.
3. Domestic jobs for a private household - wages negotiable between employee and employer.

Young persons 12-14 years of age are not allowed to be employed between 9:00pm and the following 6:00am.

Those persons 15-17 years of age can be employed between 9:00pm and 12:00 midnight under the superivision of an adult. Employment between 12:00 midnight and 6:00am is only permissible in establishments such as hospitals and manufacturing plants with written parental consent and the supervision of one or more adults.

If you find you have job opportunities in the areas listed above, or have any questions regarding the 13-15 Year Old Program, please feel free to call us at 425-3570. We are located at:

9943 - 109 Street
EDMONTON, Alberta
T5K 1H7

8. Promoting Special Events

Hire A Student

and

LETHBRIDGE CENTRE

present the:

Great Pancake Eating Contest!

Registration forms available at:

- **Hire A Student Office**
- **Trident Key Mart in Lethbridge Centre**

Date: Saturday, July 31st at the Lethbridge Centre Whoop Up Breakfast STARTS AT 8:30 A.M.

**Media teams are participating.

YOU CAN TOO!

**Trophies courtesy of Trident Key Mart*

Lethbridge

Hire A Student WEEK

JUNE 21st-25th

ACTIVITIES:

Monday, June 21
7:00 p.m. at St. Paul's Diamond. Baseball game — Hire-a-Student vs CJOC-LAFM

Wednesday, June 23
Mark Campbell from CHEC will be at the Hire-a-Student Office from 2:30-4:30 p.m. Listen to CHEC for job search tips!

Thursday, June 24
3:30-8:00 p.m. Car Wash at Moore's Esso on the corner of 3rd Avenue and Mayor Magrath Drive.

Friday, June 25
Place a job order during Hire-a-Student Week and be eligible for an employer dinner draw.
2 Gift Certificates courtesy of the Park Plaza
1 Gift Certificate courtesy of the El Rancho Motor Hotel

To place a job order call:

329-1455

Hire a student Friday

Hire a Student Day Friday will feature a number of city personalities attempting to place students in summer jobs.

By invitation, community members such as John Shields, Shields Management; Mike Kryton, CJOK Radio; Jim Matheson, Express; MLA Norm Weiss, Randy Delaney, CJOK Radio; and representatives of the RCMP, social agencies and the probation office will take one hour stints on the telephone lines contacting business people in town seeking employment on behalf of the students registered with Hire-a-Student.

Hire-a-Student program administrator Tina Gorzalczynski said there are approximately 400 available students with a variety of skills and interests ready for everything from short-term work of one day to full summer employment. Tina said she would like to see 30 to 40 students placed through the efforts of community members Friday.

Students will be available for work up to August 20 at which time the Hire-a-Student office closes for another year. However, should a student be contracted for future work by August 20 an employer's needs can certainly be met.

To hire a student, please call 743-2258 ext. 10.

115 DOMESTIC, BABYSITTING

Will babysit in my north side home. Phone 328-9812.

Alberta Safety Coucil's Babysitting Course. July 5th to 9th. Register at Hire-A-Student, 329-1455.

Will babysit in my north side home. Day or night. Any age. Call 329-9214.

Will babysit in my North side home. Part-time or full-time. Monday through Friday. Any age. Phone 329-8302.

Willing to do house cleaning and/or yard work. Thorough, responsible and neat in appearance. Call Sheri, 329-9088.

CONTEST WINNER—Leanne Sanderson of Hire-A-Student and Anna Chow display Anna's winning entry in the Hire-A-Student poster contest. Anna received a free pair of jeans from Penners. Taber

Hire A Student Phone 932-6497

Hire-A-Student Week

Call Lynsey

632-6206

This Ad Sponsored by:

VEGREVILLE IGA STORE

ELEVEN STUDENTS FROM HIRE-A-STUDENT — Had a carwash in Two Hills last Thursday. Their soapy sponges, buckets of water and window cleaner put a sparkle on 23 cars.

Students replace pencils and rulers with sponges

By ANN ANGEBRANDT

Soapy sponges, buckets of water, hoses and vacuum cleaners replaced pencils, rulers and paper for eleven school-free students when they took part in a car wash at the Two Hills Gulf last Thursday.

Twenty-three vehicle owners brought their trucks, vans and cars in to be washed by the students, and at the end of a long, wet day, $114 was split by the students for their work.

This was the first group event organized by the Hire-A-Student program for this summer, and coordinator Bev Oscar said, "It turned out really well."

The rain clouds which were hovering over the area for most of the week threatening to cancel the event, cleared up just in time.

The next program planned from the Hire-A-Student office is an odd job day next Tuesday, in which students will be out in full force helping residents with yard work, or any odd job.

Hire-A-Student Week July 14th - 20th

Wednesday July 14th	***Hire-A-Student display*** in the Cardston Mall
Thursday July 15th	***Softball Game*** Employers vs Students
Friday July 16th	***Odd Job Day*** phone HAS office for any odd job you may have!
Saturday July 17th	***Car Wash*** Cardston Mall parking lot
Monday July 19th	***Window Washing Blitz*** businesses can have their windows washed for a nominal fee
Tuesday July 20th	***Kidnapping*** a prominent business person will be held for a ransom of 10 job placements

An Employer and Student of the Week will be chosen with each to receive gifts in honor of their contributions

Hire A Student

for more information contact:
Hire-A-Student Office
MD Building
663-4244 Cardston

Proclamation

Hire A Student '82

Whereas the Town of Strathmore supports and encourages student employment; and

Whereas the Town of Strathmore desires to have continued co-operation between employers and summer working students; and

Whereas the Town of Strathmore recognizes the need for the provision of student work experience as being essential for a students learning and growth; and

Whereas the Town of Strathmore desires to assist in the development and the betterment of a student's work experience; and

Whereas the Town of Strathmore recognizes the need for local employers, residents, and students to be able to work in harmony with each other gaining valuable work and learning experiences from the other; and

Whereas the Town of Strathmore recognizes the need of employers for temporary summer help.

Now therefore, I, Walter Snook, Mayor of the Town of Strathmore, hereby proclaim July 14 to the 16 as

Hire-A-Student Days in Strathmore

Walter Snook

Mayor

Hire A Student

Presents

A Scavenger Hunt

A One Act Conclusion To Hire A Student 1982

Saturday, August 14, 1982 At 10:00 A.M.
In The Parking Lot Of The Cochrane Provincial Building

Scavenger Hunt: A Thrilling, Breathtaking Race Against Time To Complete A List Of Ten Objects Designated On Sacred Hire A Student Parchment.

The First Three Competitors Receive:

1st Place: A $20.00 Gift Certificate Donated By Mountain Jeanery. This Jean Boutiques Offers The Latest Styles In Clothing With Jeans That Whisper Your Name.

2nd Place: A Mystery Prize. Come & Take Your Chances & Find out What Awaits You.

3rd Place: A Bouquet Of Flowers From Flowers & Craft Plantation & The Good People Who Run It.

You Are Cordially Invited To Participate In The "Great Scavenger Hunt"

9. Office Closing

LETTER TO THE EDITOR

Dear Editor:

August 20 the Athabasca Hire-A-Student office closed its doors on a very successful summer. As Office Manager I would like to extend my thanks and appreciation to the community for supporting the program by employing so many students for a wide variety of jobs.

During the summer of 1982, 126 students registerd with Hire-A-Student and 141 vacancies were notified by employers. A total of 88 students were placed in regular jobs and 48 were placed in casual job openings. With these placements Hire-A-Student created an approximate 15,266 hours of work for students and generated income for students in the community totalling about $63,441.00. This year was more successful, even, than last year which, considering the economic situation, speaks very well of this community's willingness to give students a chance.

I would like to send special thanks out particularly to the Echo for tremendous help with advertising and promotions and to the Athabasca Hire-A-Student Committee Chairman, Roland Guedo, and members Roy Jones and Elaine Berger. Also thanks to Bon-Lyn Mechanical and the Athabasca Insurance Agency for advertising support to all the homeowners and employers who hired students this summer.

I am glad to have been able to serve you as Office Manager this summer and hope next year will be even more successful for Hire-A-Stuent in Athabasca.

Jeff McConnell
Office Manager
Athabasca Hire-A-Student

Thank You, Hanna!
For Supporting
HIRE A STUDENT
Thanks To:
Employers
Jack Gorman "Hanna Herald"
Homeowners
Students
Ken Long "Q 91"
Businesses
The People of Hanna
OFFICE MANAGER
WANDA GROSS
ASSISTANT
PAM LOHRMAN
WATCH FOR H.A.S. NEXT YEAR
45c

Hire A Student
Thank You Vegreville
This has been a Great Summer
Hire-A-Student wishes to thank employers, students and the community for making this year's program a successful one!
Office closes August 13/82
This ad sponsored by
Bambi's World of Fashion

Hire A Student
A Student Summer Employment Program
Hire A Student gives thanks to all students, employers, The Post, the committee members, the Town Office and everyone else who helped make this year's program a success. Watch for ads again next summer.
Office closes August 13.

Hire A Student

A Student Summer Employment Program

M.D. of Sturgeon

HIRE-A-STUDENT CLOSES JULY 30

Thank you for your support

Roxanna Benoit
Centre Manager

Hire A Student

Canada Alberta Chambers of Commerce Local Community Groups

Hire-A-Student Thanks You!

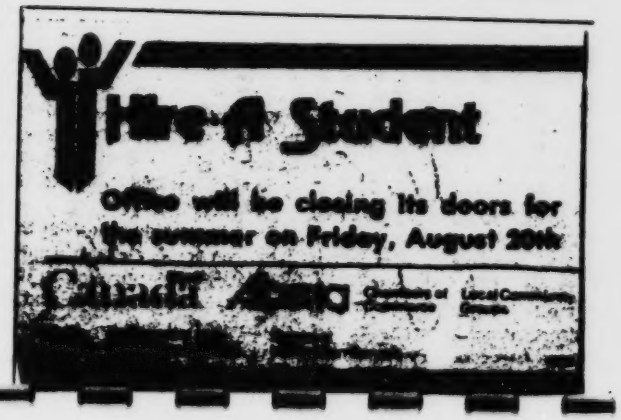
The Vegreville Hire-A-Student office is closing its doors on another successfull summer August 13, 1982. Due to the fantastic support from my committee members - Gial Steeves, chairman 1982 H-A-S, Mary Fiser, Jean Lillie, Cheryl Moren, Ilona Steward - these ladies have aided me in making the Hire-A-Student program truely a successful one. I would also like to thank the school reps: Donna Esack - Vegreville Composite High School, Twyla Olineck - A.L. Horton School, and Lori Murphy - St. Martins School. These people have provided me with the feed back necessary in placing students as I find out what the students are looking for.

I would also like to thank all homeowners, farmers and businessmen alike for all their wonderful support whether it be hiring a student or sponsoring an ad.

My experience as Hire-A-Student co-ordinator has been a learning and rewarding one and It is my hope that both employers and students have been satisfied with the service Hire-A-Student has provided this summer.

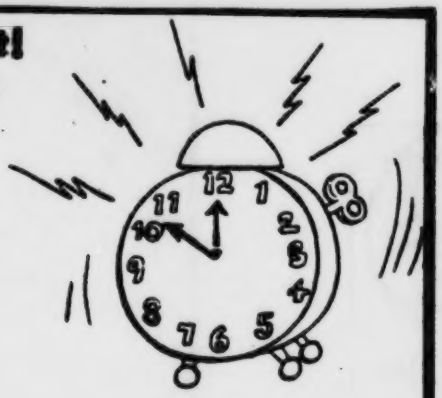
It is my hope you will all support the Hire-A-Student program in the summer of 1983.

With Many Thanks
Geraldine Perozni
Co-ordinator
Vegreville
Hire-A-Student



Time is Running Out!
The Hire-A-Student Office will soon be closing!!

If you need:
*a babysitter
*your car washed
*your fence fixed
*your lawn mowed
or just about anything!



Call 864-4114

Hire-A-Student
Spirit River, Ab.

Hire A Student
Canada Alberta

Thank you from H.A.S.

The Editor:

I am writing this in order to thank everyone who supported the Hire A Student program in the 1982 year. Despite the slow economic climate, Fairview's H.A.S. had a very successful summer.

We had approximately 138 placements this summer. Casual jobs continue to be the largest area of our work, but we had 48 regular job openings filled as well. A total of 176 students registered with H.A.S. this summer. These figures are up from previous years.

These facts show that Fairview is aware that students are a good source of summer energy. Our success at bringing students and employers together is due to the co-operation I received from employers, students, interested businesses and our local media.

I extend a special thanks to my committee members – Dell Roberts, Greg Woronuk and Ed Kieller, and the town office, especially George Moojelsky and Velma Sheehan. Without these people my job would have been a lot more difficult. I also wish to thank The Post for their co-operation in advertising.

This has been an educational and rewarding summer for me. I hope you will continue to support the Hire A Student program in 1983.

Thank you.

Yours truly,
Trudy Carlstad

10. Other

AGT 75 YEARS OF PROGRESS

PARTY LINE

Cochrane Hire A Student is serving both the employer and the student, Mon. thru Fri., 3:30-4:30, on the main floor of the Provincial Building. Ph. 932-4520 and ask for Brian.

Hire A Student 948-0528

HIRE A STUDENT

IS NOW OPERATING IT'S 1981 SEASON

If You're a Student
Looking for a Job
or
If You're an Employer
Looking for Summer Help!

Give us a Call at
329-1455 8 AM - 4:30 PM
515-7 St. S. Lethbridge

Look For Your Local Hire a Student Office in Ft. McLeod - Pincher Creek, Cardston, Crowsnest, Picture Butte, Claresholm Vulcan, Taber, Coaldale,

The Following Names Below are Proud Sponsors of "Hire a Student" Won't you Join Them?

H & R TRANSPORT 3601 2 Ave. North 328-2935	CALGARY POWER LTD. 920 3 Ave. North 328-8191	R & W EXPRESS LTD. 704 36th ST. N 327-8353 OWNERS OF LETHBRIDGE-MED. HAT TRANSPORT
SCHWARTZ INSURANCE AGENCIES 918 3 AVE. SOUTH 320-1010	LETHBRIDGE INDUSTRIES LTD. GENERAL MACHINING & WELDING SPROCKET MANUFACTURER 3305 16 AVE. N. 328-4272	Traffin CONCRETE 3104 6 Ave. NORTH 327-3175
OLD MAN RIVER REGIONAL RECREATION BOARD FOR BARONS, COALDALE, COALHURST, COUNTY OF LETHBRIDGE, NOBLEFORD, PICTURE BUTTE 905 4 Ave. South 329-4020	EDWARDS RODWEEDER LTD. 3102 5 Ave. NORTH 328-9301 Box 995, Lethbridge	Alpha MILK CO. 434 8 St. South 328-8885
CITY OF LETHBRIDGE	EATON'S	WESTERN METAL FABRICATORS (1962) LTD. 1501 2 Ave. SOUTH 327-2161
CANADA PACKERS INC. Hwy. No. 3 EAST 329-4044	VENDEX INDUSTRIES LTD. 2920 9th Ave. NORTH Lethbridge	ST. PATRICK'S CREDIT UNION 300 10 St. NORTH 329-4677

Grande Prairie
this week
10022-99 Avenue, Grande Prairie, Alta. T8V 0R9

MAY 30 1981 ALBERTA

HIRE A STUDENT, THIS SUMMER
EMBAUCHEZ UN ÉTUDIANT CET ÉTÉ

Spruce Grove
CA
SA
It's Good
Alberta Business
to
"Hire-A-Student"
Call 962-6661
Bar Soap
Irish Spring ..... 4 bars pack $1.49
Liquid Detergent
Palmolive ..... 1.5 Litre $3.49
Bar Soap
Palmolive, Assorted Colors ..... 4/$1.49
Liquid Laundry Detergent
Dynamo ..... 2 Litre $6.69
Dishwasher Detergent
Palmolive, Crystal Clear ..... 1.42 kg $2.89
Toothpaste $1.39
Cross Rib Steak
TableRite, Cut from Canada A
Pork Side Spare
TableRite .....
Sockeye Salmon
Pan Ready, Dressed .....
Turkey Breasts
Butterball, Boneless .....
Ham Steaks
Maple Leaf .....
Side Bacon
Maple Leaf Reg., Thick or Hint
Wieners
IGA TableRite .....
Pure Pork Sausag
Brookfield, Bulk Pack .....
Bologna
Maple Leaf, Sliced .....
Relish

F. Advertising and Promotions Checklist

1. How to Reach Students

- in-school promotions
- school newsletter
- school announcements (P.A. system)
- bulletins sent to students
- posters (at teen centres, pool halls, swimming pools, etc.)
- radio announcements
- newspaper advertisements
- letters or flyers sent out to parents
- special registration days at schools or the Hire-A-Student centre
- distribution of school yearbooks from the Hire-A-Student centre
- flyer in report cards
- signs in school buses
- panel discussions with employers and students
- student union endorsements

2. How to Reach Employers and the Community

- newspaper ads
- posters placed in stores, bulletin boards, offices and schools
- flyers distributed through Post Office, grocery stores, fuel agencies, milk deliveries, district agriculturists and with utility bills
- introductory letters sent to service clubs, businesses, town councils, clergy
- letters from the president of the local Chamber of Commerce or Board of Trade to members encouraging them to hire students
- visits to employers
- presentations to service clubs and town councils
- radio announcements

- bill board signs or signs in sport arenas, on ice cream sales bicycles, etc.
- banners in parades or on downtown streets
- special projects such as odd job squads, parades and car washes
- phone solicitations to businessmen and householders
- grand openings, Hire-A-Student 'open house'
- advertising on restaurant menus, table placemats, etc.
- Hire-A-Student stamp used on grocery bags, brochures, posters, utility bills, etc.
- thank you letters and advertisements at the end of the summer

G. Resource Materials Available to Hire-A-Student Offices

1. From the Alberta Manpower Hire-A-Student Resource Section

- 1983 Hire-A-Student Handbook
- Thank-you cards and envelopes
- Hire-A-Student letterhead and envelopes
- Certificates of appreciation
- Hire-A-Student posters 11" x 14" and 18" x 24"
- Pamphlets - "It's Good Alberta Business to Hire-A-Student"
  "Seeking Summer Employment Sensibly"
- Reference materials (information on Employment Standards and Human Rights legislation, post-secondary education programs)
- Alberta Hire-A-Student 1983 Job Search Information Service: Guide Number One and Number Two

2. From Local Canada Employment Centres and Regional Office

- Posters - 11" x 14" and 18" x 24"
  - "Odd Job Squad"
  - "Faces"
  - "So You Are Applying For A Job"
- Business Cards
- Buttons - "Hire-A-Student"
  - "Odd Job Squad"

- Advertising format sheets
- Hire-A-Student display (order through Area Coordinator)
- Hire-A-Student newspaper fillers
- Award of merit certificate
- Employer flyer
- Student registration cards
- Employer's order form
- Employer visit report form
- Social insurance number kits
- Employer's order book (Order Registry)
- Statistical reporting forms

Details Of Managing A Hire·A·Student Office

VII. DETAILS OF MANAGING A HIRE-A-STUDENT OFFICE

A. Office Organization

The organization of your office is an important consideration. Keep your office orderly, bright and attractive. You want students and employers alike to feel comfortable when visiting the centre.

Following are some ideas you may find helpful in setting up your office. Try new ideas as well. If they work be sure to tell your resource people!

- if possible, ensure public awareness of the office location by placing a Hire-A-Student poster with hours of operation and phone number on the closest wall, window, or door outside the office.
- no matter what size office you have, there is always room on the front of the desk or the wall or pillar behind your chair to put up posters. Display ready made posters (i.e. career posters such as "Is There a Future in Your Future") or better yet, show off the prize winners from your own poster contest.
- use large pieces of bristol board and design your own "how to. ." posters. A poster on "How to Fill out a Student Registration Card" not only looks attractive, but is a time saver if you have a number of students registering at once. Place the registration cards and tie down pens beside the poster so students can begin completing the form if you are busy.
- for students' reference and your own, it's a good idea to post a copy of "Employment Standards" near your desk. If an employer calls in to place an order below minimum wage, by having the bulletin close at hand, you can read the exact wording of the regulation to him/her. This helps prevent misunderstanding.
- place reference pamphlets on your desk, an empty table or on a pamphlet stand for easy access for students and employers coming into the office. Include materials on post-secondary education programs, federal and provincial student programs, job search techniques, employment standards, human rights, student services

(i.e. hostels, clinics), and maps, bus routes and schedules.

- locate an inexpensive cork board to place on your wall. Post active job cards on the board so the students have an idea of what types of jobs are available through Hire-A-Student. (Note: be sure the employer's name is not on the card). You could also set aside a corner of the cork board for the name of an employer or student of the week (i.e. the student most active in the 'local odd job squad', etc.).

B. Files

You can provide efficient service when you are well organized. This is easy to do if you set up and maintain a filing system for student registrations, employer's order forms, job referral notices, and employer visit forms.

You don't need standard filing cabinets to do this, but can use any container (i.e. cardboard boxes, ring binders, recipe boxes, etc.) that will answer your needs. Further, the complexity of your filing system is dependent on the number of student registrations and employer's orders handled through your office.

Former Hire-A-Student staff originated the ideas listed below. Again, the rule is to use one or any combination of these ideas, or develop new ones that will make it easier for you to access the information in your files.

1. Student Registration Cards

These should be alphabetical. They can be further broken down into a variety of categories such as:

- post-secondary male/post-secondary female/secondary-male/ secondary-female - with student age marked on the top

right hand corner

or

- under 15 years/15 years and over - with age marked on the top right hand corner

or

- placed/actively seeking a job/not seeking a job - with age noted on the top right hand corner.

When putting notations on the top right hand corner, try using a different colored ink for each month. This makes it easier to count new registrations at the end of each month.

You may also wish to maintain a separate list of student names and telephone numbers for those interested in casual labour (i.e. babysitting, lawncutting). This is handy for rush orders.

2. Employer's Order Forms

These can be broken down as follows:

- numerical (job order number 1, 2, 3 . . .)

or

- new orders/closed orders (i.e. cancelled and/or filled)

or

- casual orders/regular orders

or

- occupation (i.e. babysitter/labourer/cook . . .)

or

- orders requiring referrals/orders with referrals.

3. Referral Notices

Staple the middle of the referral notice to the employer order form (the top and third copy are given to the student you refer)

or

place the referral notices chronologically from most recent back.

4. Reports of Employer Visits

File each report (see sample on pages 32 and 33) alphabetically according to the name of the business.

C. Records

As the summer progresses, you will need to refer back to what happened, and when. For example, you might want to know what day you put up posters, when an employer phoned, or what employers supported Hire-A-Student by providing free advertising. You will also want to leave adequate information for future Hire-A-Student staff. A good rule of thumb for setting up your records is to include the kind of information that you found useful when you started work.

The following breakdown will give you an idea of the information to include. To keep everything intact, past student staff have used a three-ring binder organized into the sections listed below.

1. Log Book

Your log book should be a handy record of your daily Hire-A-Student activities, including comments and recommendations. For example:

May 5 - First day in the office. I organized the office, put up some posters and began reading through the records kept by past student staff.

May 6 - Today I spent two hours at the high school. I received permission from the principal to set up a desk in the main hallway and take student registrations. I received five. Next time I will get someone to announce over the intercom where I will be and when, and also place posters on the bulletin boards with this information so more students are aware that I am there.

It is easy to forget details so make an effort to regularly record dates, addresses and phone numbers of contacts, and other important information in your log book. You will need this information to arrange repeat activities, prepare reports, and verify what has happened.

2. Correspondence

Keep copies of letter sent (i.e. to employers, service clubs, etc.) and those received.

3. Reports

Retain a copy of your monthly written, financial and statistical reports and the year-end final report.

4. Publicity

Collect the newspaper articles, advertisements, flyers, handouts, and/or pictures of the Hire-A-Student promotional activities you arranged during the summer. Indicate the date and the results or drawbacks (e.g. "This is a copy of the opening ad for the office. It was placed in the May 17 paper. Next year it should be placed a week earlier so that it doesn't fall on the long weekend when people are out of town and not reading the paper").

The publicity section is a good reference for you when writing monthly reports. It is also an excellent source of ideas on how to set up an effective promotional campaign for future Hire-A-Student staff.

5. Financial Records

The provincial government provides direct dollar support to Hire-A-Student committees via the contractual agreement shown in Appendix B. This agreement specifies that a financial statement

must be submitted to the Hire-A-Student Resource section by the fifth day of each month.

The centre manager is responsible for keeping up-to-date financial records so that both the committee and the Hire-A-Student Resource section know what resources are necessary for Hire-A-Student operations. This allows them to plan properly, and ensure that adequate dollars are made available for the following year's operations.

Monthly financial statements will not be hard to do if you:

- ask your committee for an explanation of the provincial funding agreement, especially with respect to the budget item allocations.
- find out from your committee how they want you to record financial information.
- find out from your committee who the 'legal entity' is (i.e. who holds the Hire-A-Student funds in trust for the committee). The legal entity can be a Town, County or Municipal District office, Chamber of Commerce or another service club.
- find out if there is one Hire-A-Student account or two (i.e. some centres have the legal entity hold the provincial funding support monies but set up a separate bank account for cash received from other sources).
- arrange a meeting with the representatives of the legal entity to develop a system that is convenient for both of you (i.e. how and when to submit bills, receipts, time sheets, etc; how to record petty cash; how to set up your records).
- know that the legal entity may be unable to provide information at the time you need it. For example, their accounting system may be set up to summarize July expenditures on August 10th, but you need the information by August 5th. As well, the legal entity often provides resources that are not charged to Hire-A-Student, but are in fact a donation to

the program. Ask them how you should handle these kinds of cases.

- note that your committee, together with the legal entity, will submit a final financial statement in September that will detail the summer's expenditures. Make their job easy; ensure that they understand the system you used during the summer.
- immediately record anything anyone gives you (i.e. dollars, paper, pens, advertising, etc.). This will also serve as a reminder to write a thank-you when your office closes. This information is recorded on page 2 of the monthly financial statement.

Your job will be easier if you understand what the terminology means. Following are definitions specific to Hire-A-Student operations. Check with your committee to see if these definitions fit your local operations:

- financial statement: a report that tells where your resources (revenue) came from, and how you spent them (expenditure).
- resources: these can be either cash revenue, or donations in kind.
  - . cash revenue is actual dollars, cheques or money orders received by Hire-A-Student (i.e. a service club gives you a $15.00 cheque)
  - . expenditure for cash revenue means how you spent these dollars. For example, you pay $30.00 for an advertising expense. Your wages and employee benefits are also cash expenditures
  - . donations in kind are items you don't get billed for. This can be sponsored advertising, telephone and utilities, office space, supplies, etc.
- opening balance: on the first statement you do, this will be any money left over from last year's operations. Thereafter it will be the "Net" from the previous month's statement.

- surplus/deficit: if your revenue is greater than your expenditures, (i.e. you've got money left over) then there is a 'surplus'. If your revenue is less than your expenditures, then you have a 'deficit' or 'loss', and put a minus sign in front of the final total.

You may find it easier to keep separate records for cash revenue and for donations. Pages 117 and 118 provide a suggested format for a two page monthly financial statement. Be sure to show it to your committee to see if the format is acceptable to them. If not, get specific instructions from them on how to keep these records. Note that you can have the same items on both pages. For example, while the bulk of your office supplies will be donated, you may have to buy special items during the summer. It is also quite common to have the telephone donated, but to have to pay any long distance charges.

To help you complete your financial statement, sample statements are on pages 119 and 120. If you run into problems, check with the Hire-A-Student Resource section at 427-0115 (call collect). If you develop a better system, be sure to let us know.

MONTHLY FINANCIAL STATEMENT

CASH REVENUE AND CASH EXPENDITURES

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1983

OPENING BALANCE _____

REVENUE RECEIVED DURING THIS PERIOD

Alberta Manpower	_____
Chamber of Commerce	_____
Town Council	_____
Other (Specify)	
_____	_____
_____	_____
_____	_____
TOTAL REVENUE	_____

EXPENDITURES DURING THIS PERIOD

Wages	_____
Employee Benefits	_____
Employee Travel Expenses	_____
Advertising	_____
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)	
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EXPENDITURES	_____

NET (opening balance plus total revenue minus total expenditures) _____

* Net becomes the Opening Balance for the next month's financial statement.

DONATIONS RECEIVED

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1983

NAME OF DONOR	WHAT WAS RECEIVED

Page 1

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH DONATIONS

Yourtown HIRE-A-STUDENT FOR THE PERIOD May 3 TO May 31, 1983

OPENING BALANCE		0
REVENUE RECEIVED DURING THIS PERIOD		
Alberta Manpower	$1,900.00	
Chamber of Commerce	$50.00	
Town Council		
Other (Specify)		
TOTAL REVENUE		$1,950.00
EXPENDITURES DURING THIS PERIOD		
Wages (40 hrs. x 3.80/hr.)	$152.00	
Employee Benefits		
Employee Travel Expenses	$10.00	
Advertising	$30.00	
Miscellaneous (Specify other expenses for which dollars were paid out of the Hire-A-Student account.)		
Postage	$3.00	
TOTAL EXPENDITURES		$195.00
NET (Opening balance plus total revenue minus total expenditures)		$1,755.00

* Net becomes the Opening Balance for next month's financial statement.

Page 1

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH DONATIONS

Yourtown HIRE-A-STUDENT FOR THE PERIOD June 1 TO June 30, 1983

OPENING BALANCE		$1,755.00
REVENUE RECEIVED DURING THIS PERIOD		
Alberta Manpower		
Chamber of Commerce		
Town Council		
Other (Specify)		
Kinettes Club	$40.00	
TOTAL REVENUE		$40.00
EXPENDITURES DURING THIS PERIOD		
Wages (4 wks. x 16 hrs./wk. x 3.80/hr.)	$228.00	
Employee Benefits		
Employee Travel Expenses		
Advertising	$45.00	
Miscellaneous (Specify other expenses for which dollars were paid out of the Hire-A-Student account.)		
Material for Parade	$40.00	
Postage	$2.00	
Printing Flyers	$15.00	
TOTAL EXPENDITURES		$330.00
NET (Opening balance plus total revenue minus total expenditures)		$1,465.00

* Net becomes the Opening Balance for next month's financial statement.

Sample of Completed Monthly Financial Statement - Cash Revenue and Cash Expenditures

Page 2

DONATIONS RECEIVED

Yourtown HIRE-A-STUDENT FOR THE PERIOD May 1 TO May 31, 1983

NAME OF DONOR	WHAT WAS RECEIVED
Town Office	Office Rent
Yourtown weekly paper	2 free ads
Hill's Sport	Gift Certificates

Page 2

DONATIONS RECEIVED

Yourtown HIRE-A-STUDENT FOR THE PERIOD June 1 TO June 30, 1983

NAME OF DONOR	WHAT WAS RECEIVED
Trevi's	2 dinners

Sample of Completed Monthly Statement of Donatations Received

6. Newsletters

Retain copies of both province-wide and local newsletters These copies will help future Hire-A-Student staff with ideas about things to try and the kinds of contributions they should make to the newsletters.

- "The Connection" is a student newsletter edited and compiled by Canada Employment and Immigration Commission (Public Affairs) in Edmonton. Five issues are published each summer. It is published monthly and distributed to all the Hire-A-Student offices in Alberta and the North West Territories. It is also shared with other Regions and National Headquarters in Ottawa.

  The newsletter is used as a vehicle of communication. Through it we get acquainted, share our ideas, experiences, problems and solutions. The newsletter works only through contributions from the Hire-A-Student offices. Articles and black and white photographs are always welcome. They should be directed to the attention of the Editor, "The Connection", Public Affairs, Canada Employment and Immigration Commission, 5th Floor 9925 - 109 Street, Edmonton, Alberta T5K 2J8 (telephone: 420-2381).

  More information about submissions will be forwarded at the beginning of the program.

- a second newsletter is compiled by your area coordinator. This newsletter is intended to keep staff up to date on Hire-A-Student activities in his/her own area.

  Input from the centre managers could include such things as activities tried, events coming up helpful tips or suggestions, samples of advertising they have used, etc. The area coordinator could add business matters, a checklist of monthly activities, important announcements, and reminders of deadline dates.

Responsibility for writing the newsletter can be handled by the area coordinator, split among the centre managers and staff, or whatever. It is a chance to share successes and failures, and to get to know your co-workers better.

D. Written Reports

Each Hire-A-Student office collects information on activities, and prepares reports on program results. Hire-A-Student staff should familiarize themselves with the following reports and note the activities they must keep track of.

1. Monthly Report

- the monthly report should summarize your office activities and problems and make recommendations. These reports are most important in providing ideas and direction to committees, resource staff and future Hire-A-Student staff.
- by the fifth day of each month (June, July, August) a copy of your report should be submitted to both the Hire-A-Student Resource section (10363 - 108 Street, Edmonton, Alberta T5J 1L8) and your committee chairperson. Retain a copy of each monthly report for your office records.
- the information for the monthly report can be obtained from your daily log book and publicity book (see Records section). The report should include a monthly financial statement (see pages 117 to 120), a copy of the monthly statistical report, and a narrative report including comments on successes, problems, or recommendations related to:
  - . employer visits (include list of businesses visited)
  - . in-school promotions (indicate how many schools in town, and which of those were visited)
  - . service club presentations
  - . job creation projects (indicate the type of activity, the number of students involved, and your evaluation).

. public relations and the timing of these activities. This can be easily recapped on a publicity sheet as follows:

> Publicity Sheet
>
> - April 30, H.A.S. opening article and picture (myself, two Chamber of Commerce executives)
> - May 1, letters of introduction and presentation outlines were sent to prospective service clubs and appropriate teachers.

Remember to attach samples of your ads, flyers, etc. Please send originals to the Hire-A-Student Resource section, so they may be duplicated for next year's handbook

. activities you have shared with the Hire-A-Student committee (i.e. meetings, office visits, joint employer/community visits)

. areas in which you require further assistance

. your recommendations (local and/or provincial)

- other suggestions you might find useful when preparing reports are to:

. set aside a specific day every month to prepare your report. You may wish the completion of this report to coincide with the monthly statistics report

. keep a file for observations and notes that could be of interest

2. Final Report

- when Hire-A-Student offices close, a final report is submitted to the committee and the provincial Hire-A-Student Resource section. This report will influence 1984 operations, so make it as detailed as possible regarding your office successes and

failures. and put in all your recommendations. If you have time, it's a good idea to provide a summary sheet listing the recommendations.

- your report should include:
  - . name of village, town or city
  - . name of centre manager, home address and phone number
  - . name of Hire-A-Student staff and year of education
  - . location of office
  - . dates and hours of operation (full and part-time)
  - . location of 1983 files
  - . committee contact for 1984 (name, address, phone number). Confirm this contact and ensure that they are willing to receive the 1984 funding support applications
  - . using the monthly report headings (i.e. employer visits, service club presentation, etc) as a guide, summarize and evaluate your activities, and provide comment and/or recommendations on each area
  - . final statistical report
  - . the August financial report
  - . comment on Handbook
  - . comment on province-wide supplies
  - . comment on the province-wide and local newsletters

E. Statistical Reports

Your monthly statistical reports are an important part of your office activities. They can help you:

- keep track of orders, registrations and referrals to ensure that nothing is lost or forgotten
- assess the effectiveness of your publicity/employer visit campaign
- determine whether you are reaching the student population
- understand economic conditions in your area
- evaluate the viability of the program in your centre.

Statistics should be done on a weekly basis. This makes balancing at month-end much easier, and provides the information required on a weekly basis for your log book.

Providing this information as to the amount of work which comes up on a weekly basis will help next year's centre manager plan more effectively. If you are busy with students or employers in a given week, your statistics will tell you so, and it is likely that your successor will experience the same in the future. Further, statistics indicate if opening an office earlier is viable, and can help to determine cut off dates for program operations.

View your statistical work as a method of keeping track of your office operations and planning for the future, and it will be time well spent.

Detailed definitions, exercises and further information on statistics is available in the federal government's "Training Guide for Hire-A-Student - Alberta/NWT Region - 1983" distributed to area coordinators. Your coordinator will use this guide to explain how to complete the monthly statistical reports required by your Canada Employment Centre. You also provide copies of the monthly statistical reports to your committee chairperson and to the Hire-A-Student Resource section in Edmonton.

The following information on two of the above forms is included in this Handbook for your on-going reference.

1. TC-70 Form

This report (see next page) shows activities in your office under certain categories or units of business.

The figures for the units of business are taken directly from your order register, for activities which took place in a given month.

It is very important that you balance these figures prior to entering them on the documents. Balancing ensures that you have accounted for all your orders and not misplaced any, and that your report is accurate.

TC70 Form

UNITS OF BUSINESS

I.C. (1)	RESP (3)	MONTH (7)
7 0		1

DATE _____ OFFICE _____

MANAGER'S SIGNATURE _____

SUB-SYSTEM	fdsu 9	fdsu 10	STAT CO 11	VOLUME 15
Vacs Canc (Reg) - HAS			8,0,3,4	
Regist, M, P-Scdy			8,2,5,0	
Regist, M, Scdy			8,2,5,1	
Regist, F, P-Scdy			8,2,5,2	
Regist, F, Scdy			8,2,5,3	
HAS Revive, M, P-Scdy			8,2,5,4	
HAS Revive, M, Scdy			8,2,5,5	
HAS Revive, F, P-Scdy			8,2,5,6	
HAS Revive, F, Scdy			8,2,5,7	
Reg Plac,M,P-Scdy, Pub			8,2,5,8	
Reg Plac,M,P-Scdy,Priv			8,2,5,9	
Reg Plac,M,Scdy,Pub			8,2,6,0	
Reg Plac,M,Scdy,Priv			8,2,6,1	
Reg Plac,F,P-Scdy,Pub			8,2,6,2	
Reg Plac,F,P-Scdy,Priv			8,2,6,3	
Reg Plac,F,Scdy,Pub			8,2,6,4	
Reg Plac,F,Scdy,Priv			8,2,6,5	
Cas Plac,M,P-Scdy,Pub			8,2,6,6	
Cas Plac,M,P-Scdy,Priv			8,2,6,7	
Cas Plac,M,Scdy,Pub			8,2,6,8	
Cas Plac,M,Scdy,Priv			8,2,6,9	
Cas Plac,F,P-Scdy,Pub			8,2,7,0	
Cas Plac,F,P-Scdy,Priv			8,2,7,1	
Cas Plac,F,Scdy,Pub			8,2,7,2	
Cas Plac,F,Scdy,Priv			8,2,7,3	
HAS TO,M,P-Scdy,Pub			8,2,7,4	
HAS TO,M,P-Scdy,Priv			8,2,7,5	
HAS TO,M,Scdy,Pub			8,2,7,6	
HAS TO,M,Scdy,Priv			8,2,7,7	
HAS TO,F,P-Scdy,Pub			8,2,7,8	
HAS TO,F,P-Scdy,Priv			8,2,7,9	
HAS TO,F,Scdy,Pub			8,2,8,0	
HAS T0,F,Scdy,Priv			8,2,8,1	
HAS Vac.Canc.Cas.			8,2,8,2	
HAS Vac. M/E Cas.			8,2,8,3	
Registrations Cancel			8,6,0,0	
Employer Visits			9,5,3,9	

SUB-SYSTEM	fdsu 9	fdsu 10	STAT CO 11	VOLUME 15
Vacs Notif Regular			9,5,8,5	
Vacs Notif Casual			9,5,8,6	
T.I. Regular			9,6,2,4	
DEF Vacs M/E Regular			9,6,2,5	
Vacs M/E Regular			9,6,2,6	
HAS Referrals			9,6,3,0	

Following are the two formulas which must balance each month.

- previous month vacancies at month-end regular (PLUS) regular vacancies notified this month (MUST EQUAL) regular placements (PLUS) regular vacancies cancelled (PLUS) vacancies at month-end regular.

- previous month's vacancies at month-end casual (PLUS) casual vacancies notified this month (MUST EQUAL) casual placements (PLUS) casual vacancies cancelled (PLUS) vacancies at month-end casual.

Once these equations work, the figures are correct and should be submitted to your area coordinator on the exact date specified for each month.

2. The EMP 2343

Each month you will need to provide the following information to you area coordinator for compilation on the local CEC EMP 2343 form.

(a) Registered clients without employment (male)
Registered clients without employment (female)

This is the number of students registered without employment in your active files on the cut-off date for statistics.

(b) Registered clients with employment (male)
Registered clients with employment (female)

This is the number of students registered with employment already (and looking for a different and or additional job) in your active file on the cut-off date for statistics.

(c) Registered Vacancies Monthly

This figure is the same one that you enter on the TC-70 as 'Vacancies M/E (ie. month end) Regular'.

(d) At the end of June. the age count on page 1 of the EMP 2343 is filled out as per the instruction given by your area coordinator.

In all cases submit this information to your area coordinator. Use the same cut-off date for this form as for the TC-70.

F. Forms

Your local Canada Employment Centre will provide all 1983 forms - and an area coordinator to detail how to complete them.

However, some centres are operational prior to centre manager training sessions. To help this staff, following are some notes on each of the four forms used by Hire-A-Student.

1. Student Registration Card

Students looking for summer employment register with the Hire-A-Student offices by completing the student registration card (see sample on pages 132 and 133). Use the following checklist to ensure that the card is completed properly.

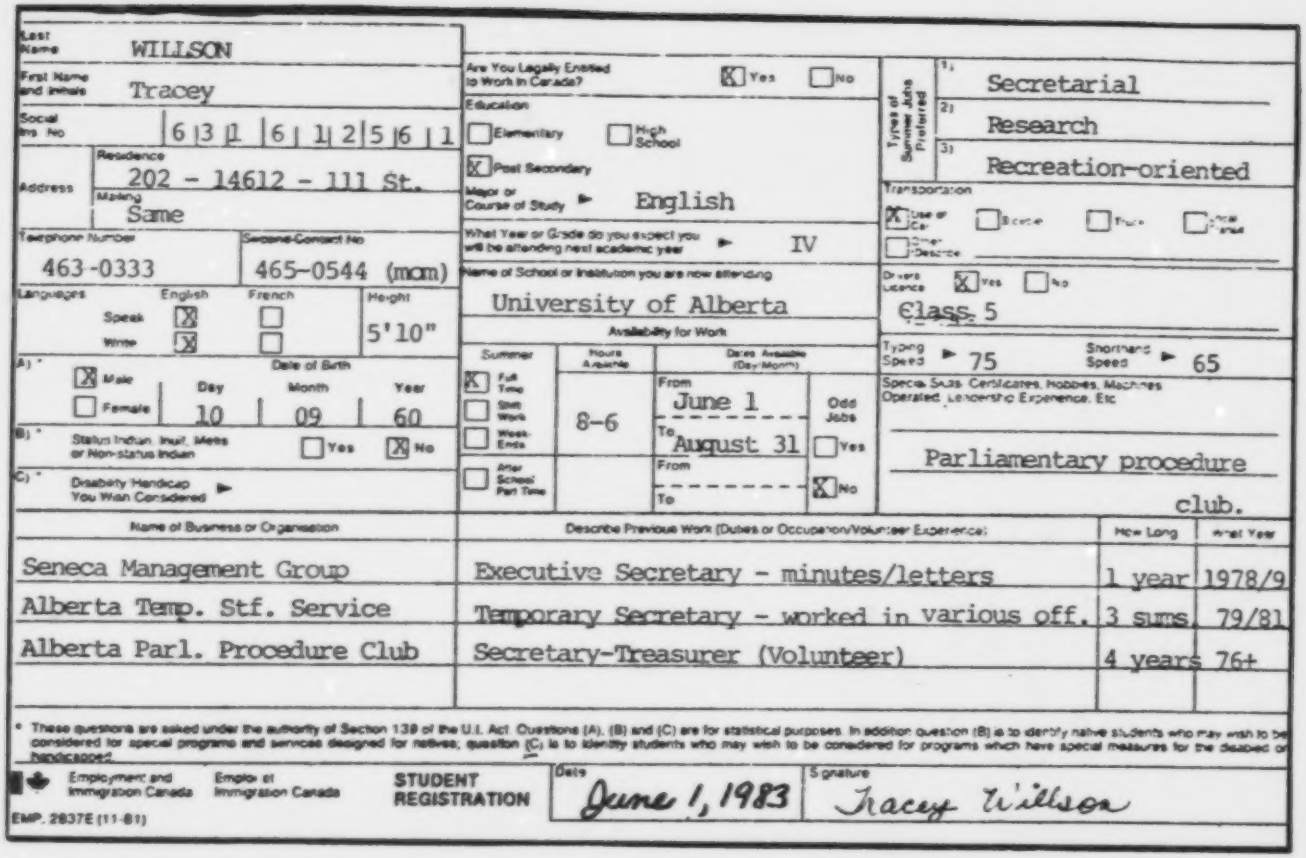
- Last and First Names
  - . first and last names should be legible
  - . have the student underline the name he/she uses
- Social Insurance Number (SIN)
  - . anyone, of any age, can apply for a social insurance number (SIN) which they keep for the rest of their life
  - . while employees 16 and over must have a SIN, encourage the younger student to apply for one as well
  - . application forms can be obtained from a Canada Employment or Hire-A-Student centre
  - . the SIN is required to ensure that students have either obtained or applied for a number. It can be placed on the referral notice as some employers copy directly from this onto payroll records
  - . remember, if the SIN begins with a significant number 9, then that person is not entitled to use Hire-A-Student

services. without written permission from a Canada Immigration Centre

- Address and Telephone
  - . you will no doubt be contacting the student at some time, so make sure this is filled out
  - . note that the "second contact number" is the telephone number for a person who has agreed to take telephone messages for the applicant
- Height
  - . indicate the height of client, preferably in metric measures
- Date of Birth
  - . it is not unusual for students to put the current year in by mistake
  - . it is very important to know the student's age. For easy reference, write the age on the upper right hand corner of the registration card
  - . if a student looks extremely young for the age registered, ask if he/she is eligible to work under the Employment Standards Act. As many people are unaware of the law you could comment on the Employment Standards legislation applicable to persons under 18 years of age
- Sex, Native Status, Disability To Consider
  - . ensure that these are filled in by the client
  - . these questions are asked under the authority of the Parliament of Canada, and are not intended to discriminate but rather, to gather statistics and to plan for positive employment strategies
- Are You Legally Entitled to Work in Canada
  - . this space refers to the student's status in Canada
  - . Hire-A-Student can legally refer only Canadian citizens, landed immigrants, or students with working visas to jobs
- Education
  - . this item is important for some government programs and occasionally private industry

- Name of School
  - . name of school they attended during the past term
- Availability
  - . indicates the student's availability for work, in terms of full or part-time, weekend, shiftwork, the hours available, the dates available, and whether they are interested in odd jobs (casual employment)
- Types of Summer Jobs Preferred
  - . ensure that the student is specific
  - . try to differentiate between what the student wants and what the student can do and will take. Consider employment interests in relation to geographic location, transportation, hours available, casual work, etc.
- Transportation
  - . be sure the student completes this section because some employers ask that the client possess their own transportation
- Driver's License
  - . if the answer is yes, put the class of license on the form
- Typing Speed, Shorthand Speed
  - . numerical responses based on the student's own assessment or tests taken at school or through other agencies
- Special Skills, Certificates
  - . note any licenses, certificates of accomplishment, or special courses at school that will help you find employment for the student (eg. first aid certificate)
- Name of Business, Describe Previous Work, How Long, What Year
  - . the student should put down specific jobs held over a period of time and general kinds of casual jobs he/she has held (eg. lawn mowing, babysitting). Volunteer experience can also be listed

- Date and Signature
  . it is important that the student date and sign his/her registration card to verify that the information provided on the form is accurate. Unfortunately, students may provide false information, especially about their age, and you may make an improper referral based on the misinformation. A signed registration card leaves you clear
- the back of the form notes it is for office use only. Use the top half to add pertinent information which does not appear on the front of the form. Be sure that everything written is factual, and that the comments relate to the student's employability
- the bottom section on the back is used to note referrals to employment for that student



Last Name: WILLSON
First Name and Initials: Tracey
Social Ins. No: 631 161 256 111
Address — Residence: 202 - 14612 - 111 St.
Mailing: Same
Telephone Number: 463-0333
Spouse-Contact No: 465-0544 (mom)
Languages — English: Speak [X], Write [X]; French: Speak [ ], Write [ ]
Height: 5'10"
A) * [X] Male [ ] Female — Date of Birth: Day 10, Month 09, Year 60
B) * Status Indian, Inuit, Metis or Non-status Indian: [ ] Yes [X] No
C) * Disability/Handicap You Wish Considered ►

Are You Legally Entitled to Work in Canada? [X] Yes [ ] No

Education: [ ] Elementary [ ] High School [X] Post Secondary

Major or Course of Study ► English

What Year or Grade do you expect you will be attending next academic year ► IV

Name of School or Institution you are now attending: University of Alberta

Availability for Work

Summer	Hours Available	Dates Available (Day/Month)	
[X] Full Time	8-6	From June 1	Odd Jobs
[ ] Shift Work		To August 31	[ ] Yes
[ ] Weekends		From	[X] No
[ ] After School Part Time		To	

Types of Summer Jobs Preferred:
1) Secretarial
2) Research
3) Recreation-oriented

Transportation: [X] Use of Car [ ] Bicycle [ ] Train [ ] Other Public [ ] Other Describe

Drivers Licence [X] Yes [ ] No — Class 5

Typing Speed ► 75 Shorthand Speed ► 65

Special Skills, Certificates, Hobbies, Machines Operated, Leadership Experience, Etc

Parliamentary procedure club.

Name of Business or Organization	Describe Previous Work (Duties or Occupation/Volunteer Experience)	How Long	What Year
Seneca Management Group	Executive Secretary - minutes/letters	1 year	1978/9
Alberta Temp. Stf. Service	Temporary Secretary - worked in various off.	3 sums.	79/81
Alberta Parl. Procedure Club	Secretary-Treasurer (Volunteer)	4 years	76+

* These questions are asked under the authority of Section 139 of the U.I. Act. Questions (A), (B) and (C) are for statistical purposes. In addition question (B) is to identify native students who may wish to be considered for special programs and services designed for natives; question (C) is to identify students who may wish to be considered for programs which have special measures for the disabled or handicapped.

Employment and Immigration Canada — Emploi et Immigration Canada — STUDENT REGISTRATION

EMP. 2837E (11-81)

Date: June 1, 1983 Signature: Tracey Willson

Note: Be sure that the card is dated and signed.

FOR OFFICE USE ONLY •

REFERRALS

DATE	COMMENTS AND ADDITIONAL INFORMATION	INITIALS
01/06	Dressed in a two-piece suit. Answered all questions.	
	Stated "I am eager to work"	
	Note: Comments should be observations,	
	not value judgements.	

DATE	ORDER NO.	EMPLOYER	OCCUPATION	RATE	REF. BY	RESULT
01/06	01	AXL MANAGEMENT	SECRETARY	5.66/hr		Note: Be sure to complete this section each time you refer a student. It provides an accurate record if the student uses your service again.

2. Employer's Order

When an employer gives you a job order, you will want to get all the information you can, to properly refer qualified students to that job. To ensure that all necessary information is recorded, complete a copy of the employer's order form as the employer describes the job, student qualifications and other details.

a) The Employer's Order - EMP2677 (8-79) MAN 1185 is shown on pages 137 and 138. Terms used on it are as follows:

- Ind Code (Industrial Code)
  - mark in this space either public or private as applicable to that employer's business
- Order Number
  - starting with 1, number each employer order that your office receives
- Occ Code (Occupational Code)
  - not used
- Date
  - record the date the order was received. Use day, month and year numbers (i.e. 09/05/83)
- Title
  - general name for the job being offered. The title should not discriminate between male and female (e.g. the term 'labourer' is not discriminatory)
- Resp CEC and Resp Unit (Responsible Canada Employment Centre and Responsible Unit)
  - your area coordinator will tell you what to put in here
- Salary
  - the amount of money that the employer is offering recorded by hour, day, week or month. It can also be used to indicate overtime rates, bonuses, or special allowances. Try to avoid abbreviations, as students

do not always understand them. Remember Employment Standards legislation when completing this section

- Location
  - . the general location of the job site (i.e. downtown, industrial area), not the specific address
- Start Ref (Start Referrals)
  - . the date the employer wants you to start referring students. Normally it will be 'immediately' or 'A.S.A.P.' (as soon as possible)
- Terms
  - . put in specific information about the duration of the job, and the hours and days of work
- Vacancies
  - . refers to the number of positions open with the businesss. If two students are required to do the same kind of work, there are two vacancies but only one order
- Requirements
  - . indicate skills, experience, and/or physical requirements necessary to perform the job. This information is crucial to good selection and referral so be specific and accurate
- Max. Ref. (Maximum Referrals)
  - . indicate the maximum number of people the employer will interview
- Duties
  - . briefly explain the job duties. Make them read as attractively as possible, but be truthful and realistic
- Tel No (Telephone Number)
  - . the number where the employer can be reached by your clients, and by you to confirm placements and the status of the order

- Name of Employer
  - . be sure that the employer name is spelled correctly
- Address
  - . read this back to the employer to ensure its accuracy
- Ref Times (Referral Times)
  - . the hours the employer will interview
- Apply To
  - . the first and last name of the person in the business who will be interviewing applicants for the job, and their position title
- Remarks
  - . note any other information that will help when referring students. (For example, should the applicant phone first, or go directly to see the employer?) Other remarks could include the exact location of the interview, job site, and alternate contacts at the firm

TEXTNAME: has (R)P: 98

Employer's Order Form - Man 1185 (front)

IND CODE CODE D'A É | ORDER No NO DE L'OFFRE

Private | 2-001

Employment and Immigration Canada | Emploi et Immigration Canada

OCC CODE CODE PROF

DATE

May 31/82

TITLE TITRE

Secretary

RESP CEC CEC COMP

4812R

SALARY SALAIRE

$5.66/hr. with time and a half for overtime, and possibility of raise after 1 month.

RESP UNIT SOUS SECTION COMP

HAS

LOCATION ENDROIT

South-East

START REP 1ère PRÉS.

June 5

TERMS CONDITIONS

9-5 Monday to Friday until the end of summer

VACANCIES POSTES VACANTS

REQUIREMENTS EXIGENCES

2

- must have 40 words per minute typing
- must have had previous experience as a secretary
- own transportation required to work, no bus.
- must have some experience with shorthand
- must have completed one year of post-secondary education secretarial programme.

MAX HRS MAX DE PRÉS

BUTIES FONCTIONS

6

- acting as secretary to the President of the corporation
- typing personal letters, minutes of meetings
- answering telephones
- keeping track of personal correspondence

TEL No NO DE TÉL.

NAME OF EMPLOYER NOM DE L'EMPLOYEUR

AXL MANAGEMENT GROUP

466-5616

ADDRESS ADRESSE

1 Seneca Road (telephone first)

REG TIMES HRS DE PRÉS.

APPLY TO S'ADRESSER À

8-4 daily

Sylvia Smith, Executive Secretary

REMARKS OBSERVATIONS

The Employer is very concerned about the qualifications being met, but is anxious to interview interested candidates as soon as possible. The Employer, Mr. Jackson, President of the corporation can also be contacted about the job if Sylvia Smith is not around. Make sure students telephone first before going down.

ENTERED INSCRIPTION

EMP 2035 EMP 2037 REGIST

EMP 2077 (8-79) (MAN. 1185)

EMPLOYER'S ORDER - OFFRE D'EMPLOI

Employer's Order Form - Man 1185 (back)

TRANSACTIONS ON THIS ORDER - OPÉRATIONS AFFÉRENTES À CETTE OFFRE D'EMPLOI

A DATE REFERRED PRÉSENTÉ LE	B OCCUPATION CODE CODE PROF.	C CEC	D NAME - NOM	RESULT - RÉSULTAT E P	F TI PE	G R	H FTR OSEP	J FTA OSA	K W	L X	M PR PR	N OBSERVATIONS
31/05	Not applicable to HAS	HAS	Mary Brown			X						9:00 a.m.
31/05		HAS	Ann Black				X					9:00 a.m.
												Employer requested additional referrals
01/06		HAS	Judy Smith			X						2:00 p.m.
01/06		HAS	Carol White			X						2:30 p.m.
01/06		HAS	Bob Jang					X				3:00 p.m.
01/06		HAS	Tom Johnson			X						3:30 p.m.
01/06		HAS	Tracey Willson	X								4:00 p.m.
												Employer satisfied- May also keep Tracey for part-time in the fall.

The back of the order form is for your office use. Enter information on the back of the order daily; this will help when compiling statistical reports.

Record the names of students referred to the employer and the subsequent results. That is, whether the student was placed(P), rejected(R), failed to report (FTR) or failed to accept the job(FTA).

The employer may cancel some job positions or fill them through other means. Check(X) where applicable and note in employer's order book the reason for cancellation.

QTY NBRE	CODE	REASON - RAISON DESCRIPTION
	A	NO CLIENT AVAILABLE PAS DE CLIENT
	B	CHANGE OF PLAN CHANGEMENT DE PROJET
	C	UNSUITABLE WORK CONDITION PIETRES CONDITIONS DE TRAVAIL

41. TOTALS TOTAUX ▶ ◀ VACANCIES CANCELLED ▲ VACANCES ANNULÉES

42. DATE OF CANCELLATION DATE DE L'ANNULATION

REASON - RAISON DESCRIPTION	CODE	QTY NBRE
FILLED THROUGH OTHER MEANS COMBLÉES PAR D'AUTRES MOYENS	D	
OTHER REASONS AUTRES RAISONS	E	

3. Job Card

The information for the job card is taken right off of the employer order form. This card is used for public viewing. It may be put up on a school bulletin board or on an office job order board.

The details, such as the employer and place of business, are left off to ensure that the student is interviewed and prescreened according to job qualifications before being referred to the employer.

Following is a sample job card:

Employment and Immigration Canada / Emploi et Immigration Canada

NP 2-001

Title / Titre	Secretary
Salary / Traitement	$5.66 per hour. Overtime paid at time and a half. Possibility of raise after 1 month.
Location / Endroit	SOUTH EAST
Terms / Termes	9-5 Monday to Friday, until the end of summer.
Requirements / Exigences	- 40 words per minute typing - previous experience as secretary required - own transportation required to work - must have some experience with shorthand
Details / Détails	ACTING AS SECRETARY: CORRESPONDENCE, MINUTES, ANSWERING TELEPHONES

EMP. 2089 (11-73) (MAN. 1177)

4. Referral Notice

A referral will be effective if you are clear about the requirements of a job and consider the background, skills and preferences of available student clients which could be suitably matched to the needs of the employer. You can make a good referral when you:

- match the student's qualifications with the job requirements. Attempt to get useful information that will help you assess the possibilities and alternatives available for a student's qualifications and determine the student's needs and restrictions in terms of financial requirements, physical limitations, available transportation, etc.
- give the student an accurate description of the job. Know what the job responsibilities and duties are. If a student is unsuitable for the position, explain the employer's specifications and why the student is not qualified for that job. A tactful approach is important in suggesting alternatives for the student to consider or in providing him/her with advice for self-improvement.
- determine whether or not the student is genuinely interested in the position before making a referral. Make sure you are objective.
- provide the suitable candidate(s) with full details on where to go, whom to see and when to be there.
- remember to record all relevant information on the back of the employer's order as well as on the back of the student's registration card.
- contact the employer with respect to matters requiring clarification, or in cases where you have reservations about a certain student, before making a referral.

- conduct a follow-up with the employer and student.
- don't make any assumptions about the student - don't judge on your personal likes or dislikes.
- don't sacrifice quality or quantity in making referrals.
- don't promise what you cannot deliver - make no guarantees.
- don't be concerned with simply the quantity of placements.
- don't oversell the client or the job. Be realistic, pragmatic and honest in your approach.
- don't accept job orders that are discriminatory.

The student should be given the top and bottom copy of the referral notice. When the student is interviewed, he/she gives the employer the top copy. It serves as an introduction to the employer, lets him/her know that Hire-A-Student referred the student, and allows the employer to confirm the placement with the Hire-A-Student office by phoning or returning the form as indicated. The student can keep the bottom copy. You should keep the middle copy on file.

Sample Referral Notice (top copy)

Employment and Immigration Canada Emploi et Immigration Canada

REFERRAL NOTICE *AVIS DE PRÉSENTATION*

TO / *À*
AXL Management Group

ADDRESS / *ADRESSE*
1 Seneca Road

Edmonton 456-5616 (ph. first!)

ATTENTION
Sylvia Smith

CEC REFERRING / *CEC DE PRÉS*: 4 8 1 2
UNIT / *UNITÉ*: H A S
SI NO / *N° A S*: 6 3 1 6 1 2 5 6 1
APPLICANT (SURNAME) / *CANDIDAT (NOM)*: Willson
(INITIALS / *INITIALES*): T.

THIS APPLICANT IS REFERRED IN RESPONSE TO YOUR ORDER FOR / *CE CANDIDAT VOUS EST PRÉSENTÉ EN RÉPONSE À VOTRE OFFRE D'EMPLOI*
Secretary

DATE REFERRED / *DATE DE PRÉSENTATION*: D/J 0 1; M 0 6; Y/A 8 3

PRIME OCC CODE / *CODE OCC PRINCIPALE*	IND CODE / *IND*	NO CASUAL DAYS / *NBRE JRS OCC*	ORDER NO / *OFFRE N°*
	Private		12-0101

INSTRUCTIONS TO EMPLOYER

- PLEASE INFORM OFFICER WHOSE NAME AND TELEPHONE NUMBER ARE RECORDED ON REVERSE SIDE
OR
- COMPLETE IN FULL THE SECTION BELOW AND MAIL

INSTRUCTIONS À L'EMPLOYEUR

- *INFORMER L'AGENT DONT LE NOM ET LE NUMÉRO DE TÉLÉPHONE SONT AU VERSO*
OU
- *REMPLIR AU COMPLET LA PARTIE CI-DESSOUS ET METTRE À LA POSTE*

☐ HIRED / *EMBAUCHÉ* DATE STARTING / *DATE DE DÉBUT*
☐ CANDIDATE DID NOT ACCEPT / *LE CANDIDAT N'A PAS ACCEPTÉ*
☐ REJECTED BY EMPLOYER / *REFUSÉ PAR L'EMPLOYEUR*

SIGNATURE OF EMPLOYER / *SIGNATURE DE L'EMPLOYEUR* ▶

EMP 2284 (11/78)

1

G. Closing the Office

By August you will have compiled a wealth of information to leave for next year's staff. Don't let it get lost. It is very important to place the files at some readily accessible place in the town (e.g. the town office) and to inform next year's committee contact person of their location. Be sure that boxes containing the files are well marked and state that they should be held until 1984, to avoid any janitorial problems which occur from time to time.

In addition to leaving behind a complete and comprehensive set of files, the following activities should be undertaken before closing your office:

- send thank-you cards or letters to local media (newspaper, radio, etc.), donors, committee members, and employers and any 'special' people.
- submit an open thank-you letter to the editor for all employers, students, and others involved in Hire-A-Student.
- announce the closing of your office in the paper one or two weeks in advance.
- send certificates of appreciation to very special people (if possible, purchase frames for the certificates).
- arrange a final committee meeting at which recommendations and next year's program can be discussed. Your area coordinator and resource personnel will be happy to attend. Agenda items could include hours of operation, starting and closing dates, advertising and hiring for student staff, budgeting, office space, committee membership, evaluation of advertising materials, etc. Additional recommendations made at this meeting should be included in your final report.

- make sure all job orders have either been filled or that you have called the employer to advise him that you are unable to fill the order. Cancel unfilled orders.
- make sure your office is left clean.

H. Getting Down to Work

Now that you have an indication of what Hire-A-Student involves, it's time to get to work. The key to a successful summer is careful planning. Use your initial plan as a guide throughout the summer and you'll be right on target. And remember, don't hesitate to include new and different ideas.

Appendix C provides a list of people who can help you this summer. Make contact with them, and jot their numbers down in your telephone directory.

Last but not least, remember that the members of the federal-provincial coordinating team are ready to help you, and are only a telephone call away.

Have a good summer!

Reference Material

APPENDIX A

CANADA EMPLOYMENT CENTRE LABOUR MARKET AREAS

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
CALGARY	Mike Terris Room 850 Government of Canada Bldg. 220 - 4th Avenue S.E. P.O. Box 2530 Station M CALGARY, Alberta T2P 2T7 231-4020	Maggie Lindsay Youth Employment Centre 510 - 12th Avenue S.W. Sam Livingston Building CALGARY Alberta T2R 0X5 231-4082	Airdrie Calgary Cochrane Drumheller	Hanna Strathmore Three Hills Trochu
Branches in:				
Banff	Brian Russell Federal Building Buffalo Street P.O. Box 1899 BANFF, Alberta T0C 0C0 762-4200			
Drumheller	Kay Strause Federal Building 196 - 3rd Avenue W. P.O. Box 550 DRUMHELLER, Alberta T0J 0Y0 823-3365			

Canada Employment Centre (CEC)	Manager Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
CAMROSE	Roger King Room 207 Federal Building 4901 - 50th Avenue CAMROSE, Alberta T4V 0S2 672-5597	Brenda Lindstom Room 207 Federal Building 4901 - 50th Avenue CAMROSE, Alberta T4V 0X2 672-5597	Camrose
EDMONTON	Dave Simmons, Acting Manager 10210 - 107 Street T5J 0G2 EDMONTON, Alberta 420-2202	Bill Chodkiewiez Assistant Metro Manager 10210 - 107 Street EDMONTON. Alberta 420-2401	Barrhead Drayton Valley Edmonton Fort Saskatchewan Leduc Morinville M.D. of Sturgeon Sherwood Park Spruce Grove St. Albert Stony Plain Vegreville Westlock
EDSON Branch in Jasper	Jim Ross 2nd Floor Federal Building 5005 - 5th Avenue EDSON Alberta T0E 0P0 723-3326	Charlene Craner 2nd Floor Federal Building 5005 - 5th Avenue EDSON Alberta T0E 0P0 723-3326	Edson Hinton Jasper Whitecourt

Canada Employment Centre (CEC)	Manager Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
FORT MCMURRAY	Brent Gray 2nd Floor 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Karen Saunderson 2nd Floor 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Fort McMurray	
GRAND CENTRE	Graham Halliday 5002 - 51 Street P.O. Box 1109 GRAND CENTRE, Alberta T0A 1T0 594-4475	Dave Ashby 5002 - 51 Street P.O. Box 1109 GRAND CENTRE, Alberta T0A 1T0 594-4475	Bonnyville Grand Centre	
GRANDE PRAIRIE	Ernie Goulding 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7 532-4411	Lloyd Gwinn 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7 532-4411	Beaverlodge-Hythe Fairview Falher Grande Prairie Grimshaw	High Prairie McLennan Peace River Spirit River Valleyview
Branches in:				
Grande Cache	E. (Betty) Griffith Pine Plaza Mall P.O. Box 1050 GRANDE CACHE, Alberta T0E 0Y0 827-2027			

Canada Employment Centre (CEC)	Manager Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
High Level	Dan Skotniczny Main Floor Fahlman Building 1st Avenue North General Delivery HIGH LEVEL, Alberta T0H 1Z0 926-3777			
High Prairie	Gilles Turcotte Federal Building P.O. Box 360 HIGH PRAIRIE Alberta T0G 1E0 523-3331			
Peace River	Mel Simpson Peace River Hall Health Unit Building 10015 - 98 Street PEACE RIVER, Alberta T0H 2X0 624-4485			
LETHBRIDGE	Fred Nowicki 220 - 4th Street S. LETHBRIDGE, Alberta T1J 2G5 327-8535	George Erler 220 - 4th Street S. LETHBRIDGE, Alberta T1J 2G5 327-8535	Cardston Claresholm Coaldale Crowsnest Pass Fort MacLeod	Lethbridge Picture Butte Pincher Creek Taber Vulcan

Canada Employment Centre (CEC)	Manager Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
Branch in:			
Crowsnest Pass	Federal Building 20th Ave. & 27th Street BLAIRMORE. Alberta T0K 0E0 562-8118		
LLOYDMINSTER	Jim Higginson 4618 - 49 Avenue LLOYDMINSTER, Alberta S9V 0T2 825-6291	Frank Spenrath 4618 - 49 Avenue LLOYDMINSTER, Alberta S9V 0T2 825-6291	Lloydminster Provost Vermilion Wainwright
Branch in:			
Wainwright	Jules Laberge 2nd Floor Federal Building, Main Street P.O. Box 460 WAINWRIGHT, Alberta 842-3389		
MEDICINE HAT	Jim Kanishiro 2nd Floor Federal Building 141 - 4th Avenue S.E. MEDICINE HAT Alberta T1A 2N1 526-6797	Mike Clemis 2nd Floor Federal Building 141 - 4th Avenue S.E. MEDICINE HAT, Alberta T1A 2N1 526-2825	Bow Island Brooks Foremost Medicine Hat

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
Branch in:				
Brooks	Marilyn Caskey 2nd Floor Federal Building 120 - 1st Avenue W. BROOKS, Alberta T0J 0J0 362-3488			
RED DEER	Doug McVety Room 206 Federal Building 4909 - 50 Street RED DEER, Alberta T4N 1X0 342-1168	Marcia Lee Room 206 Federal Building 4909 - 50 Street RED DEER, Alberta T4N 1X0 342-1168	Castor Didsbury Innisfail Lacombe Olds Ponoka	Red Deer Rimbey Rocky Mountain House Stettler Sundre Sylvan Lake Wetaskiwin
Branches in:				
Rocky Mountain House	Lola Dawe 2nd Floor 5011 - 50 Avenue Box 68 ROCKY MOUNTAIN HOUSE, Alberta T0M 1T0 845-6099			

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
Stettler	John Clarke 2nd Floor Federal Building 5104 - 50th Avenue STETTLER, Alberta T0C 2L0 742-4421		
Wetaskiwin	Wayne Lowther 4811 - 51 Street WETASKIWIN Alberta T9A 1L1 352-6081		
ST. PAUL	Jim Krauss 5105 - 50th Avenue P.O. Box 309 ST. PAUL, Alberta T0A 3A0 645-4428	Jim Krauss	Lac Lac Biche St. Paul Two Hills
SLAVE LAKE	Al Heise Main Floor 106 - 1st St. N.E. P.O. Box 724 SLAVE LAKE, Alberta T0G 2A0 849-4153	Madeline Bellerive Main Floor 106 - 1st St. N.E. P.O. Box 724 SLAVE LAKE, Alberta T0A 2A0 849-4153	Athabasca Slave Lake

APPENDIX B

H I R E - A - S T U D E N T

1983 FUNDING AGREEMENT

Alberta Manpower

Special Manpower Programs

Note: Funding Support Agreements are between the Minister of Alberta Manpower and the legal entity designated by the Hire-A-Student Committee as trustee for funds. Thus wording of agreements can be slightly different.

MEMORANDUM OF AGREEMENT

This Agreement made this _____ day of _____A.D. 1983.

BETWEEN:

The Town of _____, a body corporate duly incorporated under the Municipal Government Act, being Chapter M-26 of the Revised Statues of Alberta, 1980 (hereafter called "the Town")

- and -

Her Majesty the Queen, in the right of the Province of Alberta, as represented by the Minister of Manpower (hereafter called "the Minister")

WHEREAS in this Agreement the term "Hire-A-Student Centre" means a place established as a summer employment placement centre for Alberta youth;

AND WHEREAS in this Agreement, the term "Hire-A-Student Committee" means a committee established to provide a student summer employment placement service;

AND WHEREAS the Minister wishes to contribute to the support of a Hire-A-Student Centre in the Town of _____, in the Province of Alberta (hereafter referred to as "the Hire-A-Student Centre");

AND WHEREAS the Minister and the Town wish to set forth in this Agreement the terms and conditions upon which the Minister may contribute funds to support the Hire-A-Student Centre;

AND WHEREAS this Agreement provides that the Minster may annually, by letter to the Town, advise the Town of the extent of such funding approved by the Minister for the particular year;

AND WHEREAS this Town agrees to receive such funds annually from the Minister to be used to support the Hire-A-Student Centre.

NOW THEREFORE the Parties hereto in consideration of the covenants and agreements herein contained agree as follows:

1. The Town shall ensure that:
   (a) a Hire-A-Student Committee is established pursuant to the terms of the guidelines contained in Appendix "A" which is attached hereto as an integral part of this Agreement;

   (b) the Hire-A-Student Committee provides a student summer employment placement service to be operated for such period of time as the Minister may annually prescribe;

   (c) the Chairman specified in Appendix "B", attached hereto as an integral part of this Agreement, assumes responsbility for the activities of the Hire-A-Student Centre in accordance with the terms of the Funding Support Application Form contained in Appendix "B";

(d) funds provided under this Agreement will be used for a service for placement of students in summer employment;

(e) the Hire-A-Student Committee provides to the Minister or his representative:

(i) on or before the 5th day of each month during the period to be prescribed annually by the Minister a monthly itemized statement verifying expenditures listed in the proposed budget contained in Appendix "B";

(ii) on or before the 5th day of each month during the period to be prescribed annually by the Minister a monthly status report in writing in form and content as outlined in the Hire-A-Student Handbook;

(iii) prior to September 30, in each year under this agreement a written statement of account which details those expenditures made on behalf of the Hire-A-Student Centre, and signed by the Town, and the Chairman of the Hire-A-Student Committee;

(iv) such other oral or written reports as and when requested.

(f) the funds provided under this Agreement will be used for the operation of the Hire-A-Student Centre, and specifically for those expenses identified in Section "A" of the proposed budget contained in Appendix "B";

(g) the Minister or his representative may audit the accounts of the Town which relate to the operation of the Hire-A-Student Centre at any time or may request an audited financial statement of the accounts by a recognized accounting firm.

2. In consideration of the Town fulfilling its obligations hereunder and subject to monies being appropriated by the legislature of the Province of Alberta, the Minister shall pay to the Town such sum as he may annually prescribe.

3. (1) This Agreement does not result in the appointment or employment of any person referred to herein as an officer, clerk or employee of the Province of Alberta.

(2) The Town shall idemnify and hold harmless the Minister from any and all actions, causes of action, damages or liability arising out of the acts or omissions of the Chamber, the Hire-A-Student Committee, the Hire-A-Student Centre, or any agent or employee thereof.

(3) The Minister may terminate this Agreement at any time upon written notice to the town and reclaim any monies provided under this agreement and remaining at the date of termination.

(4) Each party warrants that it has authority to enter into this Agreement.

(5) The Town may not assign this Agreement without the prior written consent of the Minister.

(6) The parties may vary or amend the terms of this Agreement by reciprocal correspondence to that effect.

4. For the purpose of effecting an amendment to Appendix "A" and "B" attached hereto (except an amendment made pursuant to item 2), there may be an exchange of reciprocal correspondence between the Chairman, Hire-A-Student Committee, acting on behalf of the Town, and the Director, Special Manpower Programs, Manpower Services, on behalf of the Minister.

5. This Agreement shall enure to and be binding upon the parties here, their respective heirs, adminstrators, legal representatives, successors, and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as of the dates as shown below.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA AS REPRESENTED BY THE MINISTER OF MANPOWER

_____ Per _____

Witness Minister

Date _____

_____ Per _____

Witness Town

Date _____

_____ _____

Witness Chairman, Hire-A-Student Committee

Date _____

This is Appendix A "To a Memorandum of Agreement between _____, and Her Majesty the Queen, in right of the Province of Alberta dated the _____ day of _____, A.D. 19__."

1983

HIRE-A-STUDENT GUIDELINES

A. Program Description

1. The Alberta Hire-A-Student (H.A.S.) program is a cooperative and coordinated activity of government, business, the community and student groups who are concerned with the job search information service for students and the placement of students in summer jobs.

2. The overall aim of the program is to develop and provide a job search information and employment placement service for Alberta youth during the summer of 1983. Such services are intended to complement and supplement those provided by Canada Employment Centres and educators throughout Alberta.

3. The following objectives stem from the overall aim:
   (a) To establish placement centres for youth during the summer in communities throughout Alberta.
   (b) To bring together youth seeking employment and employers seeking employees.
   (c) To ensure that Alberta youth can access job search information.
   (d) To promote and develop positive employer-employee relations among youth.
   (e) To encourage career exploration among youth.

4. The program benefits communities as follows:
   (a) Youth gain an exposure to the labour market.
   (b) Employers seeking summer help through the Hire-A-Student centre obtain assistance in recruiting.
   (c) Youth receive guidance in their quest for employment.
   (d) With funds earned youth may be assisted in continuing their education.

B. Provincial Government Participation

1. The Department of Manpower is responsible for the development, implementation, operation and monitoring of the provincial government participation in the Hire-A-Student program, with specific responsibility for the job search information service.

2. The Departmental priority is on the implementation and development of the job search information service on a regional basis. Funds to support this service will be provided to six urban centres as specified in the separate guidelines provided for this component.

3. In 1983, the Department will provide the following resources for the program's employment placement service:

   (a) Financial. Communities wishing to participate in the program make application for funding support to the Department of Manpower, Special Manpower Programs Branch. The provincial government funding support is intended primarily for student staff salaries, benefits and travel costs.

   (b) Personnel. Full-time staff are delegated to:

      (i) provide assistance and consultation to committees applying for provincial government funding support;

      (ii) in conjunction with committees receiving provincial government funding support, ensure that training is provided to student staff;

      (iii) implement and monitor the job search information service component for the Hire-A-Student program throughout the province;

      (iv) develop and maintain coordination with other federal and provincial government programs and services; and

      (v) verify expenditures relating to any Hire-A-Student Funding Support Agreement.

(c) Advertising and promotional materials. When requested by Hire-A-Student committees, the Department will provide such material for use on a province-wide basis (e.g. posters, brochures, etc.), but will place a priority on materials specific to the job search information service.

C. Community Eligibility

1. Communities wishing to establish a new Hire-A-Student centre and obtain provincial funding support must have a population in excess of 1,500.

2. Communities are to generate local support to underwrite operational costs not covered by provincial government funds. Support can be monetary or the provision of office space, telephones, advertising, utilities, postage or other services solicited in advance of the submission for provincial government funding support.

3. Communities must establish a Hire-A-Student committee that will function as follows:

(a) Be conversant with the "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program" paper developed by the Alberta Hire-A-Student Advisory Council.

(b) Be responsible for establishing local direction compatible with the overall Hire-A-Student program.

(c) Be responsible for establishing a hiring board to interview and select one or more local students to manage the Hire-A-Student centre.

(d) In accordance with the Funding Support Agreement signed in 1983, be responsible for the proper utilization of funds for day to day operations, and maintain appropriate record keeping and payroll procedures.

(e) Provide direction and support for the student staff employed to operate the local program.

(f) Be responsible for ensuring the terms of the Funding Support Agreement signed in 1983 are met.

4. For a balanced and effective committee, membership can include representatives from local Chambers of Commerce, businesses, service clubs, educational institutions, homemakers and others interested in helping youth help themselves. Committee members should have knowledge of local economic conditions and attitudes.

D. Funding Support Agreement

1. Eligible communities may qualify for funds from the provincial government to cover the student staff salaries, benefits and travel costs during the period the Hire-A-Student centre is operational.

2. Where the federal government has a Hire-A-Student centre located in a regular Canada Employment Centre or auxillary office, then it will be the responsibility of the Canada Employment and Immigration Commission to provide resources for a summer employment placement service to that community.

3. Nonetheless, in 1983, the provincial government may continue to provide limited complementary and supplementary funding support for the employment placement function to those Hire-A-Student centres located in Canada Employment Centre facilities in Calgary, Edmonton, Lethbridge, Grande Prairie, Medicine Hat and Red Deer, providing a Hire-A-Student committee is established and chaired by a community representative.

4. Funding, if provided, will be based on the population of the town or city where the Hire-A-Student centre is located as outlined in the current "Alberta Municipal Affairs Official Population List."

5. Maximum support provided to one Hire-A-Student centre by the provincial government is determined as follows:

(a) Under 2,000 in population up to $2,100.00.

(b) With populations of 2,000 - 4,000 up to $3,000.00.

(c) With populations of 4,000 - 8,000 up to $3,700.00.

(d) With populations of 8,000 - 15,000 up to $4,700.00.

(e) With populations of over 15,000, with no Canada Employment Centre, up to $8,000.00.

(f) Centres located in Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and Red Deer, up to a maximum of two cents (0.02¢) per capita for placement related activity. (Note: these centres are also eligible for funding under the separate Job Search Information Service Guidelines.)

6. Annual funding support application forms (Appendix B of the Funding Support Agreement) must show surplus funds accrued from previous years' operations, with the provincial government portion of this surplus subtracted from the current year's request.

7. Hire-A-Student committees should designate a legal entity, preferably one with an established employer number (ie. town office, service clubs, etc.) to hold the provincial government funding support in trust for the committee. The use of legal entities having employer numbers is based on actual program experience; committees using this method have found it eases their administrative work load.

8. The legal entity receiving funds in trust for the Hire-A-Student committee is required to sign a Memorandum of Agreement with the Department, the terms of which shall be approved and accepted by the Chairman, Hire-A-Student committee.

9. Funding support applications will be reviewed and processed in the order they are received.

10. Funding support applications shall include the following information:

(a) The name and address of the legal entity designated to receive the funding support cheque on behalf of the local Hire-A-Student committee.

(b) The names, occupations, addresses, and phone numbers of the Hire-A-Student committee members.

(c) A recommendation on opening and closing dates for the local Hire-A-Student centre, and daily hours of operation in accordance with the apparent needs of the community.

(d) A proposed budget for total operations that includes a realistic estimate of the specific support committed by the community, including committee or other donors, and the surplus funds accrued from previous years' provincial government funding support.

11. The parties may vary or amend the terms of the Hire-A-Student Funding Support Agreement by reciprocal correspondence to that effect. For the purpose of effecting an amendment to Appendix B, the annual funding support submission, there may be an exchange of reciprocal correspondance between the Chairman of the Hire-A-Student committee and the Director, Special Manpower Services, on behalf of the Minister.

12. Assistance and consultation in developing an outline for centre operations, and further information is available from:

Hire-A-Student Resource Section
Special Manpower Programs Branch
Alberta Manpower
Parkside Building
10924 - 119 Street
Edmonton, Alberta
T5H 3P5

Phone: 427-0115 (collect)

Note: address change effective May 1, 1983:

Hire-A-Student Resource Section
Special Manpower Programs Branch
Alberta Manpower
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Phone: 427-0115 (collect)

This is Appendix B "To a Memorandum of Agreement between _____, and Her Majesty the Queen, in right of the Province of Alberta dated the _____ day of _____, A. D. 19____."

HIRE-A-STUDENT FUNDING SUPPORT APPLICATION FORM

LEGAL ENTITY (Mailing Address For Funding Support Cheque)

_____

_____

_____

_____

ATTENTION: _____ TELEPHONE NUMBER: _____

HIRE-A-STUDENT COMMITTEE MEMBERS

	NAME	ADDRESS	TELEPHONE NO.	OCCUPATION
CHAIRMAN	_____	_____	_____	_____
Members	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

PROPOSED OPENING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED CLOSING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED DAILY HOURS OF OPERATION

PART-TIME _____ (Month & Day) TO _____ (Month & Day); _____ (Hour) TO _____ (Hour); M T W T F S (Circle Days)

_____ (Weeks) X _____ (Hours) X _____ (Days) = _____

FULL-TIME _____ (Month & Day) TO _____ (Month & Day); _____ (Hour) TO _____ (Hour); M T W T F S (Circle Days)

_____ (Weeks) X _____ (Hours) X _____ (Days) = _____

TOTAL HOURS _____ (PART-TIME) + _____ (FULL-TIME) = _____ HOURS

COMMITTEE COMMENTS: _____

_____

1983 HIRE-A-STUDENT PROPOSED BUDGET

A. RE: PROVINCIAL GOVERNMENT FUNDING SUPPORT:

WAGES (as local conditions dictate)

_____students @ _____/hour for _____ hours $_____

EMPLOYEE BENEFITS
estimated at 10% of total salary $_____

EMPLOYEE TRAVEL EXPENSES
includes two trips to regional H. A. S.
Centre training sessions $_____

MISCELLANEOUS (specify) _____ $_____

_____ $_____

_____ $_____

SUBTOTAL $[ ] 1

Minus 1982 Provincial government funding support surplus $_____

Total Provincial Government Funding Support Applied for $_____

B. DONATED COMMUNITY SUPPORT:

Telephone and Utilities $_____

Office Rent $_____

Equipment and Supplies $_____

Publicity and Printing $_____

Other Donated (specify) _____ $_____

_____ $_____

Total Donated Community Support $[ ] 2

TOTAL 1983 BUDGET (Box 1 + Box 2) $[ ]

NOTE: Two copies of the 1983 Funding Agreement (Memorandum, Appendices A and B with original signatures on both copies) should be sent to Hire-A-Student Resource Office, 10924 - 119 Street, Edmonton, Alberta, T5H 3P5. (PHONE: 427 - 0115)

APPENDIX C

OTHER RESOURCE SOURCES

During the summer you will receive inquiries and questions you may not be able to answer. Below is a list of resource personnel who can help.

Chamber of Commerce or Board of Trade

As one of the main sponsors of the Hire-A-Student program, the Alberta Chamber of Commerce can be approached for information regarding Chamber involvement throughout the province. Mr. Brigham Day, general manager of the Alberta Chamber is active in Hire-A-Student, and can be contacted at:

Alberta Chamber of Commerce
#800, 10179 - 105 Street
Edmonton, Alberta
T5J 1E2
Phone: 425-4180

Alberta Career Centres

These are provincial centres which offer information to adults on selecting personally appropriate occupations, help in identifying the skills, training and/or education required to enter various occupations, referral to agencies or institutions with training or educational programs, and information regarding various forms of financial assistance that are available to Albertans while training for a career. These offices are located as follows:

CALGARY:

2nd Floor,
805-9 Street, S.W.
T2P 2Y6
Phone: 261-6347

EDMONTON:

Sun Building
10363 - 108 Street
T5J 1L8
Phone: 427-0115

FORT MCMURRAY:

Upstairs Offereins Building
9912A Franklin Avenue
T9H 3G3
Phone: 743-7207

GRANDE PRAIRIE:

Provincial Building
10320 - 99 Street
T8V 6J4
Phone: 539-2347

HINTON:

Promway Building, 112 McLeod Ave.
Box 1460
T0E 1B0
Phone: 865-3361

LETHBRIDGE:

400 Professional Bldg.
740 - 4 Ave. S.
T1J 4C7
Phone: 329-5444

MEDICINE HAT:

304 Credit Union Bldg.
556 - 4 St. S.E.
T1A 0K8
Phone: 529-3683

PEACE RIVER:

Provincial Building
P.O. Box 2, Bag 900
T0H 2X0
Phone: 624-6211

PINCHER CREEK:

673 Main Street
P.O. Box 2138
T0K 1W0
Phone: 627-3922

ST. PAUL:

#100 Melenchuk's Mall
Box 1989
T0A 3A0
Phone: 645-6383

RED DEER:

3rd Floor, West Provincial Bldg.
4920 - 51 Street
Box 5002
T4N 5Y5
Phone: 343-5353

Apprenticeship and Trade Certification Branch

This provincial program combines on the job and technical training that leads to certification as a qualified trades person or journeyman. People interested in entering any of the trades are encouraged to visit a job site to observe someone actually working in the trade. They can also obtain information and counselling at the following Apprenticeship branch offices:

CALGARY:	6th Fl., Alberta Place, 1520 - 4 St., S.W. T2R 1H5 Ph: 261-6457
EDMONTON:	Parkside Office Bldg., 10926 - 119 Street T5H 3P5 Ph: 427-3722
FORT MCMURRAY:	207 Offereins Bldg., 9912A Franklin Ave. T9H 2K5 Ph: 743-7192
GRANDE PRAIRIE:	302 Provincial Bldg., 9905 - 100 Street T8V 2L8 Ph: 539-2240
HINTON:	2nd Fl., Hinton Centre, Box 1850 T0E 1B0 Ph: 865-3361

LETHBRIDGE:	2nd Fl., Provincial Bldg., 200 - 5th Ave. S. T1J 4C7 Ph: 329-5380
MEDICINE HAT:	208A Provincial Bldg., 770 - 6th St. S.W. T1A 4J6 Ph 529-6677
PEACE RIVER:	Provincial Bldg., Box 28, Bag 900, 9621 - 96 Ave. T0H 2X0 Ph: 624-6352
RED DEER:	3rd Fl., West, Bag 5002, Provincial Bldg., 4920 - 51 St., T4N 5Y5 Ph: 343-5151
VERMILION:	2001 Provincial Bldg., Box 268, 4701 - 52 St., T0B 4M0 Ph: 853-2811

District Agriculturist, District Home Economist and The Canada Farm Labour Pool

These are offices which are often involved in government placement programs. Inquiries about subsidization of wages for student farm labourers, etc. can be directed toward these agencies. They are listed under Government of Alberta and Government of Canada in telephone directories.

Recreation Director and Family and Community Support Services Director

These people are often involved in various community courses and programs, and can be of great help if you want information on local events or projects.